

# BEERS SHORTHAND

COMPLETE TEXT

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# BEERS SHORTHAND

COMPLETE TEXT

A SYSTEM OF LIGHT LINE PHONOGRAPHY  
ADAPTED TO EVERY PURPOSE  
FOR WHICH SHORTHAND IS USED

BY

JAMES W. BEERS

SECOND EDITION—REVISED AND RE-ENGRAVED

NEW YORK  
THE BEERS PUBLISHING COMPANY

1908

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## PREFACE TO THE SECOND EDITION.

I see no reason to change my views as stated in the opening paragraph of the preface to the first edition.

Many very strong testimonials in favor of BEERS SHORTHAND have been received, but their proper place is in the advertising literature, not in a text-book. The strongest testimonial any book can receive, is the fact that a second edition is required within a period of four months from its first publication, a thing unprecedented in shorthand publishing.

This edition is re-written, re-engraved (photographically, from my writing), revised and, as will be evidenced to those who examined the former edition, greatly improved, not only in the text, but in the illustrations, reading plates and in outline formation.

I would very much like to name the many who have aided me by their words of encouragement, suggestions and criticisms, but space forbids. There are two, however, whose labors in my behalf have been so great that not to mention their names would be a gross injustice. They are Mr. Albert S. Childs, Santa Barbara, Calif., a phonographer of thirty-six years' standing, who made an exhaustive study of the entire work, and Fr. Celestine Bache, O. S. B., Professor of Shorthand, Typewriting and Elocution, St. Benedict's College, Atchison, Kansas, who not only made a study of the old text but inspected many of the proof pages of this edition, pointing out errors, making valuable suggestions and criticisms, and to whose keen observation is due, to a large extent, the accuracy of this edition. To these and to all others who have aided me in any way, I tender my sincere thanks.

J. W. BEERS.

New York, N. Y., July 22, 1908.

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## PREFACE.

Life is too short to waste time in writing a long preface and people are too busy to read one. The investigator prefers to take what follows on which to base his judgment, and the student had better be studying the inside pages rather than be reading an author's words of self-adulation.

However, a few words as to what the author regards as comprising a system of shorthand worthy of adoption may not be out of place. It should be,—

1. Perfectly legible.
2. Brief enough for the most rapid work.
3. Easy to write.
4. Not difficult to retain in the memory.
5. Provided with a sufficient number of signs so that any word in the English language can be written with absolute phonetic exactness if desired.

The first requirement demands, (*a*) that the outlines be such, that when quickly written, they will not degenerate into something differing from what was intended; (*b*) the avoidance of two or more thicknesses of stroke, hook, loop or circle; (*c*) that, regardless of where an outline stands, it must indicate the same word or words, phrase or phrases; (*d*) that no two words or phrases which could, by any possibility, clash in reading, be in-



icated by the same outline; and, (*e*) that the vowel signs be joined to the consonant signs.

The second essential requires, (*a*) that a sufficiently large number of word-signs be provided for the words of frequent use so as to render the common words very quickly written; (*b*) that all words not generally regarded as belonging to the word-sign class be written with as few strokes as possible without the promiscuous dropping of terminations whenever a long word is written, and, (*c*) that it be easily adapted to the formation of brief phrase-signs.

The third requirement demands that, (*a*) shading be eliminated; (*b*) vertical strokes and, as far as possible, left-inclined, straight strokes, be avoided; (*c*) position for outlines should not be utilized; (*d*) the writing of minute characters, hooks within hooks, two lengths of hooks and other similar devices should be discountenanced; (*e*) the various signs should be appropriated to the various sounds in such a manner as to make an obtuse angle of rare occurrence; (*f*) the signs should be arranged so as to make the writing as nearly lineal as long hand writing; and, (*g*) the pen movement should be similar to what all are used to in ordinary writing.

The fourth essential requires that, (*a*) the number of word-signs be limited; (*b*) there should be as few exceptions as possible, though no system has ever appeared without them, and, doubtless, none ever will; (*c*) the word-signs should be, so far as is possible, the first parts of what would otherwise be the full outlines; and, (*d*) the phrase signs should be suggestive of the various outlines for the words comprising the phrase.

The fifth requirement of a good system demands, (a) that any vowel sound can be written by a sign that is different from any consonant sign or other vowel sign; (b) that any consonant sound can be indicated by a sign different from any vowel sign or other consonant sign.

Beers Shorthand is the result of more than twenty-five years practice and experience, and its author believes it to measure up to the foregoing requirements. Whether or not the public will take the same view, time alone can determine.

#### ACKNOWLEDGMENTS.

“Render to Caesar the things that are Caesar’s.” That is a difficult command to follow in the shorthand field for the reason that it is extremely hard to find out just who was the discoverer or first user of any shorthand principle. However, if we go back to those who made the first successful use of any of the principles, it is far enough. To that extent, I acknowledge my indebtedness to Thomas Stratford Malone, for the idea of the forward movement; to Isaac Pitman for the use of several of the principles of contraction, and to David Philip Lindsley for the principle of limiting the use of compound signs.

New York,

J. W. Beers.

March 25, 1908.

# INTRODUCTION.

## TO THE STUDENT.

If you are about to learn shorthand as an amusement, then practice and study as you please, but if you are learning it for the purpose of making some practical use of it or to follow as a profession, then you must study and practice systematically and with all the energy you possess. Shorthand is not learned in a day or a week, and the quicker you understand that it is going to take hard work and plenty of it, the sooner will you be on the road to success.

Learn the first lesson *first*; the second lesson *next*, continuing thus until the study of the principles of outline and phrase formation are mastered. Never write words not given in the lesson at hand, or that have not been previously given, or that are not furnished you by your teacher. Many students like to look through a book and write this or that word or phrase when they know nothing of the principles employed in its formation, and in that way form incorrect ideas and make wrong outlines. and it is harder to correct the use of one incorrect outline than it is to learn ten new ones.

As to whether a pen or a pencil is used, depends largely on the individual. In some classes of work a pen will be necessary and, in other lines, a pencil will be desirable. It is better to practice with a pen in either case, for it is easier to change from a pen to a pencil than it is from a pencil to a pen.

A good pen to use is Gillott's number 404. A good pencil is Dixon's Stenographer S. M. number 490. If a pencil is used, provide yourself with a good quantity of firm paper, without gloss. What is known as "Machine Finish" is a good grade. If a pen is used, then write on a good grade of pen paper and do not attempt to write on paper of less than twenty pounds weight to the ream.

In practicing for speed, select some article of about five hundred words and write it over once. Then go over it and correct all incorrect outlines, practicing each individual outline many times, after which write that one article at least one hundred times. Remember, it is better to write one article one hundred times than to write one hundred articles once each. It is the constant, persistent practice on one article that brings speed. The writing of miscellaneous matter once or twice never did.

Read everything you write and read it every time you write it.

Make no effort to write rapidly in your early practice nor until all the principles are thoroughly impressed on your mind. Your first aim should be to write your characters neatly and as near the sizes of those shown in this book as you can. Be sure to preserve the distinctions in

the length of consonants and in the sizes of the hooks and circles.

Study, practice and persevere and success is yours.







### THE ILLUSTRATIONS

All the illustrations and reading plates in this book were reproduced photographically from copy written by the author. They have not the exactness that would be seen in outlines drawn to a scale but undoubtedly they are better examples for the student's guide than drawn outlines would be, for they show how shorthand appears in actual work when written by a careful writer.





# FIRST LESSON.

## THE ALPHABET.

SEC. 1. CONSONANTS.—(a) The following are written from *left to right*:

(b) The following are written *upward*:

    Zh (as heard in *azure*.)

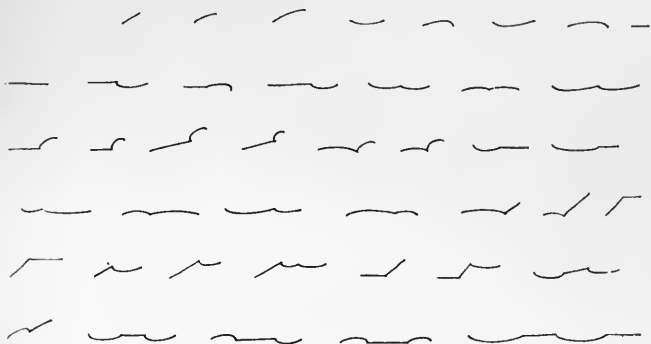
SEC. 2. INSTRUCTIONS ON THE ABOVE.—I. Endeavor to make the strokes about the size of the engraved forms.

2. Do not make an effort to form perfect curves, or rather, do not try to make the curves the shape of an arc of the circle, but allow the pen to trace the line with an easy movement similar to the movement in ordinary writing.

3. While no effort is to be made to make accurate curves, yet, on the other hand, an effort *should* be made to write *neat* characters. Avoid allowing them to become distorted. Because some people, in writing longhand, and a few, in writing shorthand, form the various signs out of all semblance to their original shape, is no reason why *you* should do likewise.

4. The sign given for *G* indicates the *hard* sound as heard in *bug*, *give*. When *soft*, as in *gem*, *J* is used, for the reason that, in shorthand, we write by *sound*, omitting all silent and double letters.

Practice the following outlines until you can write them as accurately as the engraved forms:



### SEC. 3. VOWEL SIGNS—FIRST SERIES.

The following are portions of small ellipses formed with a pen movement made in the same direction that is taken by the hands of a watch. Hereafter, when speaking of this motion, we will term it the *regular* motion. The four signs in EACH column are to be made of equal size.

i as in ill		e as in eat	
e as in egg		a as in ate	
a as in alley		a as in ark	
i as in die		oi as in oil	

The *Regular* motion:



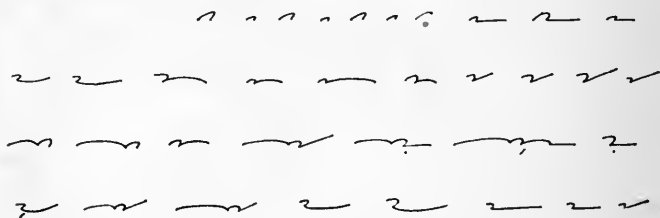
## SEC. 4. REMARKS ON THE VOWEL SIGNS.

1. Notice that the *short* sounds of *i*, *e* and *a* are indicated by the smaller signs.

2. Observe that *ache* is written with but two signs *a* (long) and *K*. This is because shorthand is written *phonetically*.

3. The diacritical marks in connection with the vowel signs are used to indicate the *exact* sound. In general practice, these little marks are seldom written, but they should be thoroughly memorized so that when they are needed they can be inserted without any hesitation.

Practice the following:



## SEC. 5. VARIATION IN DIRECTION.

1. When joining any of the preceding vowel signs to a consonant sign, the vowel may be turned so as to open in any direction, provided it is *always* formed with the *regular* motion.

2. This rule permits of very frequently writing a vowel and a consonant with a single inflection of the pen by allowing the vowels to form hooks on the consonants, according to the following directions:



(a) Either of these vowel signs may be written as a hook on the *final* end of any consonant sign previously given or that is given elsewhere.

(b) Any of the first series of vowel signs may be written as an *initial* hook on any consonant sign except *K, G, P, B, T, D, F, V* and *Th*.

Rem. The large vowel signs are seldom written on the back of a short curve and never on the back of *Th*.

Practice the following many times:



## SEC. 6. WORD-SIGNS.

A word-sign is a word-outline from which one or more of the prominent sounds are omitted. Such signs are provided for all words of frequent occurrence whose outlines would be too long for rapid writing if written in full.

Many of the outlines in the following and subsequent lists, as *it, in, above, are, do*, etc., are not, correctly speaking, word-signs but merely unvowelized outlines. All such are included to enable the student to become accustomed to the *appearance* of outlines of frequent occurrence in the exercises.

The student must practice all such outlines until he is so familiar with them that he can recall *instantly* the outline of any given sign-word and be able to write it with *accuracy* and without perceptible effort.

When two or more words are indicated by the same sign, they are such as will not conflict in reading. Two words, the same parts of speech, should *never* be indicated by the same outline for no amount of context could be depended upon to indicate, with certainty, which of the words were intended.

When a hyphen is used between parts of words, it means that the portion of the word before the hyphen is indicated by the accompanying sign, and, also, the entire word. Thus, in the following list is given *iG* for *ignorant-ce*, which means that the same sign may be written for *ignorant* or for *ignorance*, the context determining which part of speech is intended.

## SEC. 7. FIRST LIST OF WORD-SIGNS.

- a, an <i>or</i> and	^ or v I
~ act	> if
~ any	~ ignorant, ignorance
~ are, <i>or or</i> our sometimes right <i>or</i> write	~ in, no <i>or</i> know
~ came <i>or</i> car	/ it <i>or</i> to
~ can <i>or</i> kind	~ like
~ call, could <i>or</i> country	~ make, may <i>or</i> am sometimes me <i>or</i> my
/ differ-red, different, difference	~ regular-ity
/ do <i>or</i> dollar	~ shall <i>or</i> shalt
/ duty	~ we
— give, go <i>or</i> good	~ will <i>or</i> well

## OUTLINES FOR PRACTICE.

lea die tie shy tick tag alloy

tide limb lame gill shell lied deem

sham keg lack dish gear rack dally

dell gash died add ail oil egg alley

## READING EXERCISE.

. . . . .  
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## SECOND LESSON.

### THE ALPHABET—CONTINUED.

SEC. 8. CONSONANTS.—(a) The following are written *downward*:

/	/	/	/	/	/	)
P	B	Ch	J	F	V	Z

(	)	( or )	\
W	Y	Th	Ng

(b) *H* is indicated by a “tick” struck *upward* or *downward*; *S* is usually indicated by the *small* circle, but, *occasionally*, by the sign that is companion to the *Z*-stroke.

/ or /	o or )
H	S

### SEC. 9. GENERAL INSTRUCTIONS ON THE CONSONANTS.

1. The signs for *Th* are made *very small*, as is also the sign for *H*.

2. The sign for *Th* as in *them, rather*, is written *downward*, and for *Th* as in *thin, both*, may be written *upward* if nicety of phonetic indication is desired. In practice, however, the signs are used interchangeably, that form, *right* or *left*; *upward* or *downward*, being chosen which secures the best angle with either a preceding or a following stroke or *both*, always remembering that *Th* (and also *H*) *must* unite

with another consonant at an angle in all cases.

3. The sign for *J* indicates the sound heard (twice) in *judge*. In the word *gem*, for instance, we do not write *GeM* but *JeM*. The sign for *J* (pronounced *jay*) always indicates the soft sound as in *just*, and the sign for *G* (pronounced *gay*) always represents the hard sound as in *go*.

4. Notice that *T*, *D*, *Sh* and *Zh* are struck upward and *P*, *B*, *F*, *V*, *Ch* and *J* are struck downward. It is natural for the hand to give more slant to the upward than to the downward strokes. When either of these signs stand alone it is the *slant* that determines which is to be read.

5. When *T* or *D* is immediately preceded or followed by *K* or *G*, the angle will be easier to form if *less* slant is given to the *T*- or *D*-stroke.

6. When *Sh* follows *N* or *M*, as in *finish*, *famish*, it may be written downward without danger of conflict with *Ch*, and thereby overcome an inconvenient consonant junction.

7. When *a* (as in *at*) precedes *P*, *B* or *W* it is indicated by the diacritical mark, thus: *abuse*, *awoke*.

Practice the following many times:



## SEC. 10. VOWELS—SECOND SERIES.

The following vowel signs are the lower portion of an ellipse struck in the direction contrary or *opposite* to the

direction in which the hands of a watch move, which will hereafter be termed the *reverse* motion.

o as in odd	✓	a as in paw	✓
u as in jug	✓	o as in beau	✓
o as in book	✓	o as in boom	✓
u as in few	✓	ow as in cow	✓

The *Reverse* motion:



#### SEC. 11. CONCERNING THE SECOND SERIES.

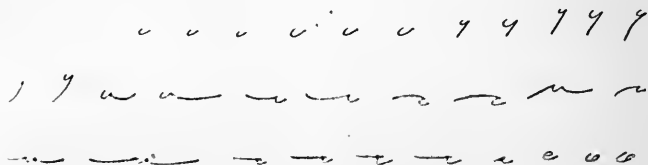
Observe—

1. That the signs in EACH column are of equal size and that those in the second column are portions of an ellipse about twice as large as the one from which those of the first column are formed.

2. That but one *o* is written in the outline for *boom*. As there is but one sound of *o* in the word, only one should be indicated in the outline.

3. Refer to Sec. 4, Rule 3. It applies with equal force to this series. However, during the learning period, the marks should be inserted with all long vowels and especially with the diphthongs *i*, *oi*, *ū* and *ow*.

Practice the following many times:



## SEC. 12. VARIATION IN DIRECTION.

1. The signs of the second series of vowels may open in any direction, provided they are turned with the *reverse* motion.

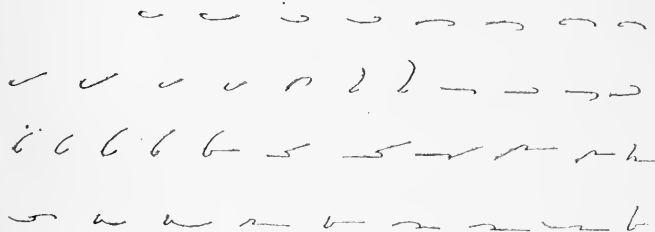
2. The above-rule obviates angles and strokes by permitting a vowel sign to form a hook on a consonant stroke according to the following directions:

(a) Either of the second series may be written as a *final* hook on any consonant sign.

(b) They may form *initial* hooks on any of the consonants except that the small signs cannot be prefixed as hooks on *K* and *G*.

(c) REMEMBER, the signs of the *second* series are turned with the *reverse* motion, thereby forming the hooks on the side of a consonant *opposite* from the hooks made by the first series of vowel signs.

Practice the following many times:



Rem. Observe that when a vowel sign is not joined to another sign, it must retain its alphabetic direction as otherwise there would be no way to determine to which series the sign belonged.

## SEC. 13. POSITION OF OUTLINES.

It is not necessary to use ruled paper, but if such is used, the method to be followed is: if all strokes are *horizon-*

*tal*, the entire outline rests on the line. If some of the strokes are *inclined*, the first inclined stroke rests on the line.

If ruled paper is not used, this rule should be observed as regards an *imaginary line*. It not only adds to the appearance of the writing but renders its execution easier.



#### SEC. 14. PUNCTUATION.








The ordinary marks of punctuation are the same as in longhand writing. For distinction's sake, the dash is made a wavy line, ~; the hyphen is doubled, //; parentheses are crossed, { }







Proper names should be underscored, John Baum, T. K. Pardy, Lakewood, Idaho.

#### SEC. 15. ILLUSTRATING THE USE OF VOWEL SIGNS.


lap	chug	shape	bush	attach	veal
reel	nail	Nile	mill	rhyme	neck
rag	knock	bog	deck	coil	tale
eddy	Edna	merry	heel	keel	dairy



























 bum   
  eat   
  owed   
  wad   
  walk   
  beak   
  boil

 shade   
  shadow   
  dig   
  laugh   
  leave   
  sheathe

 load   
  view   
  pay   
  fad   
  shake   
  shaggy   
  shell

 joke   
  thick   
  feed   
  hack   
  hog   
  moth   
  thug

## SEC. 16. SECOND LIST OF WORD-SIGNS.

	about		change <i>or</i> which
	above		come
	advantage		done
	all		follow
	allow		for <i>or</i> form
	already		gone
	be <i>or</i> by ( <i>occasional-ly</i> been)		had
	before		have <i>or</i> very
	began		he, him <i>or</i> the
	begin-ning		hear, here <i>or</i> her
	begun		how
	better		inform-ed

o	is <i>or</i> as ( <i>occasionally,</i> his <i>or</i> has)	/	popular-ity
↪	known <i>or</i> none	↪	should <i>or</i> issue
↪	much	↪	than <i>or</i> then
↪	never	↪	that
/	object	/	they <i>or</i> them
↪	of	↪	thing <i>or</i> think
↪	one <i>or</i> won	/	up <i>or</i> hope
/	opportunity	↪	who-m
↪	order <i>or</i> would	↪	with
↪	out	↪	you
↪	pleasure	↪	your <i>or</i> year

## SEC. 17. CHANGE IN THE SHAPE OF VOWEL SIGNS.

A vowel sign may be inclined toward the stroke on which it forms a hook for the purpose of making an easier junction with a following stroke.

*In no case* can the following stroke *cross* the preceding stroke.

### ILLUSTRATIONS.



Rem. 1. In a few cases the vowel sign may be disjoined and placed *near* the consonant to which it belongs.

Rem. 2. As a great many vowels may be omitted with entire safety, the exercise of the rules in Sec. 17 and in Remark 1, above, is very seldom necessary. See *bush*, *attach*, under Sec. 15.

## OUTLINES FOR PRACTICE.

- 1 ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓  
2 h l z z z z z z z  
3 z z z z z z z z  
4 u u u u u u u u  
5 r o r r b h h h h h  
6 b b h h o o p h •

## KEY TO OUTLINES FOR PRACTICE.

1. bee bay boy bow ebb pie pay edge joy jaw fee foe vow  
2. vie view ache eke coy egg gay guy ear row  
3. roe rye ail eel oil lay lea lie aim  
4. mow May toe tie oat aid odd day doe  
5. die she show ash book beak bake bum peak pig  
6. poke joke Jake foam though thug lath hung


### READING EXERCISE.

[illegible]

# THE COMPLETE ALPHABET OF BEERS SHORTHAND.

## CONSONANTS.








The following are written from *left to right*:





 K     G     R     L     N     M

The following are written *upward*:

 T     D     Sh     Zh (as heard in *azure*)

The following are written *downward*:

















•  P     B     Ch     J     F     V     Z

 W     Y     Th     Ng

Variable:

 H     S

## VOWELS.

 i as in ill	 e as in eat
 e as in egg	 a as in ate
 a as in alley	 a as in ark
 i as in die	 oi as in oil
 o as in odd	 a as in paw
 u as in jug	 o as in beau
 o as in book	 o as in boom
 u as in few	 ow as in cow

## THIRD LESSON.

### INDICATING S AND Z.

















SEC. 18. (a) The stroke form for Z is used when Z is the first consonant in a word, as in *casenent*, *zeal*, and, (b) when Z is the last consonant in a word and is FOLLOWED BY A VOWEL, as in *busy*, *hazy*, *daisy*.

(c) The stroke form for S is only used when preceded by an initial vowel that would be difficult to write in connection with the circle, as in *essence*, where the use of the circle would require forming it on the back of a curve. Also, when S is followed by a SHORT, final vowel, as in *mercy*, *embassy*, the stroke form is always used. This final vowel is omitted except in the outlines for proper names.

(d) In practically all other cases, the circle is used to indicate either S or Z.

(e) Usually, the circle is turned on the inside of a curve and is added to straight strokes with the REGULAR motion.

### ILLUSTRATIONS OF THE PRECEDING RULES.

					
(a) zero	zeal	zealous	(b) Lizzie	busy	
					
(c) isosceles	essence	estate	estop	(d) odds	
					
suppose	spur	gaze	dose	lags	daze

		(e)				
sowed	tags	(e)	sleigh	slow	snow	sky
reefs	style	small	stow	Jones	poems	

### SEC. 19. THE CIRCLE BETWEEN STROKES.

(a) Between curves struck in opposite directions, as between *L* and *N*, the circle is, in almost all cases, turned on the back of the first curve. See line (a) on the next page.

(b) When the circle comes between a curve and a straight stroke, as between *M* and *D*, *P* or *G*, it is turned inside the curve, *except* in the following combinations:

ChsT	ChsD	JsT	JsD	ChsK	ChsG	JsK	JsG
TsF	TsV	DsF	DsV	KsF	KsV	GsF	GsV
PsN	PsM	BsN	BsM	WsT	WsD		




















Rem. The above illustrated exceptions are made so as to produce greater uniformity of movement and to overcome the tendency of straight lines to curve in these combinations..

(c) When the circle is made between two straight strokes that form an angle, as between *G* and *P*, it is turned on the OUTSIDE of the angle.

(d) When the circle is written between straight strokes that are struck in the same direction, as between *D* and *T*, it is written on the first stroke as if no other stroke were to follow; that is, with the REGULAR motion.

(e) When joined to a vowel, the circle is generally written on the *inside* of the vowel.






























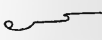






## ILLUSTRATIONS.

(a)	 lesson	 risen	 fasten	 jostle	 misled	
(b)	 cousin	 mask	 vesper	 misty	 chastise	
(c)	 gasp	 task	 bestow	 desk	 accede	
(d)	 cask	 dusty	 bespoke	 decide		
(e)	 say	 seed	 noose	 soil	 suit	 sayeth













SEC. 20. LICENSE IN THE USE  
OF THE CIRCLE.

The circle is very frequently attached to a stroke, omitting the intervening vowel in words of frequent occurrence, such as *face*, *seen*, *pass*, *does*, *said*, etc., and in long outlines, such as *disobey*, *desert*, *vessel*, etc. In case of any danger of the resultant outline conflicting with some word-outline that does *not* have an intervening vowel, the proper vowel should be inserted and the circle written *inside* the vowel. See the outlines for *keys*, *views*, *space*, below. Compare *keys* and *case*.

## ILLUSTRATIVE OUTLINES.




















					
reside	smote	spoke	stick	said	seed
					
case	keys	base	bows	seen	seems
					
its	some or same	safe	saves	toss	such
					
famous	jaws	sawed	beasts	sought	suffice
					
sung	tax	notice	spell	smoke	synagogue
					
basin	bosom	lesser	mason	dozen	fasten

## SEC. 21. THIRD LIST OF WORD-SIGNS.


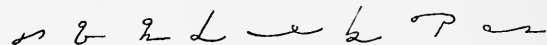







	assist-ed, assistance		insignificant, insignificance
	because		inspect-ed
	business		its ( <i>or it is or it has</i> )
	first		nevertheless
	forsake		possible, possibly, possibility
	has or his		purpose

the tick is often omitted in phrases.



	resignation		speak, special-ly
	signify-ied		subject
	saw		sufficient-ly
	say		sufficiency
	sec, house		suggest-ed
	several		these
	singular		this
	so		us
	something		was, wise
			wisdom

## OUTLINES FOR PRACTICE.



























- 1 
- 2 
- 3 
- 4 
- 5 
- 6 
- 7 
- 8 
- 9 

## KEY TO THE PRECEDING OUTLINES.

1. desk dusk task does days said set misty dusty
2. hasty spoke spike basin mason bison sleep smack
3. sadness scales slur (*or* slower) slowness just chased digests snap
4. severe boss vesper obeys burns sense seems sobs seeds pass passed
5. passive miss missing sings sway sweep swish seeks lease slays
6. last least lost suppose supposing smites gasps chasm
7. leads sneer slave smooth elusive missile ensign
8. massive receipt message husk hissed evasive safety feels ceramic
9. positive obelisk nuisance despair post pieced psalm alms

## SEC. 22. PHRASE WRITING.

By "Phrase Writing" is meant the joining of two or more words in one outline. For the present, the student should join only such combinations as are shown in the following examples:

	it may		to be
	in whom		how shall
	they should		he will
	could suggest		he could
	for some		may have
	give us		in some
	this may		if our
	could be done		do we
	we do		shall it
	which is in		it is in
	with as		in order
	how will		all is-h-as
	how do		it is possible

### READING EXERCISE.

/ 7 / u o n e .  
 6 6 - 1 - 2 - , w o r  
 P n - 1 i s r - , w n  
 2 4 w u o - e o 7 . 2 .  
 n - 1 2 2 1 2 0 - n .  
 6 1 6 - 2 1 - 2 n o  
 - 7 2 u . , 6 6 o r o n  
 e u s s e - ( 1 0 , e )  
 6 u p d - 4 . 2 2 6 3 n  
 6 p . 7 2 7 . n n 2 6 / 1 u  
 1 1 2 . p - n o d - e e  
 7 2 2 . n n d - u a f  
 n n - 7 7 w . , w n  
 e o n e o - s p . 1 6  
 6 6 w v - e u e d - o  
 n n e f . n f , o 2 2 .  
 1 2 2 1 n - n .

## FOURTH LESSON.













### SEC. 23. THE LARGE CIRCLE.

(a) The circle is made about twice its regular diameter to add a second *s* or *z* with a short intervening vowel (which is always omitted), and, occasionally, in long outlines or in short words of frequent use, a long vowel may intervene.

(b) A third *s* or *z* may be added by turning a *small* circle on the side of the stroke *opposite* the large circle.

(c) The rules governing the use of the *small* circle apply with equal force to the use of the *large* circle.

#### ILLUSTRATIONS.

					
guesses	races	faces	basis	excess	accessory
					
season	desist	possess	misses	possesses	exhaust

### SEC. 24. PLURALS AND POSSESSIVES.















(a) The small circle is added to the outlines of nouns

to indicate the plural number or possessive case, and to the outlines for verbs in the present tense to indicate the third person, singular.

(b) If the outline for the singular ends in a small circle, the plural is formed by enlarging the circle except where the circle has been added to a vowel sign. In such instances a second circle is written. See *piece*, *pieces*; *pose*, *poses*, below.

(c) With the outlines for such words as *basis* (sing.) and *bases* (pl.) the plural form is distinguished from the singular by writing a dot within the circle. See in the following

## ILLUSTRATIONS:





							
objects	advantages	dollars	hopes	gives	makes		
							
gaze	gazes	pose	poses	piece	pieces	basis	bases



SEC. 25. THE *Reverse* CIRCLE.

At the beginning of straight strokes, the circle is turned with the REVERSE motion to add *r*, thus:

sP	sPr	sB	sBr	sK	sKr	sG	sGr
sT	sTr	sD	sDr	sprig	strip	supper	
sadder	sober	seeker	bespread	destroy			

(b) A circle at the final end is reversed to add *r*, thus:

			
passer	boxer	elixir	guesser

Rem. The circle is not reversed to add *R* when the *R* is followed by another stroke that cannot be joined without crossing the stroke on which the circle is written, thus  is *TsrK*, NOT *TsrK*;  is *GsrP*, NOT *GsrP*.











## SEC. 26. THE TERMINATION *Shun*.

The termination *shun* (spelled variously, *tion*, *cian*, *sion*, etc.) is indicated by writing a small circle and extending the line across the stroke, shaping it like a small hook, to which a small circle may be added to form the plural or possessive.

If *s* precedes *shun*, as in *poSition*, the circle is enlarged.



The vowel preceding *shun* is usually omitted, but if it is needed, the *shun*-hook is written on the vowel sign. In outlines where it is essential that the vowel be inserted, and *shun* is preceded by *s*, as in *cAUSation*, the *s* is omitted, as the writing of a large circle in a vowel sign is not permitted.

### ILLUSTRATIONS.

				
vision	option	relation	accession	mission
				
potion	missionary	visionary	missions	opposition

## SEC. 27. THE REVERSED *Shun*-HOOK.

The *shun*-hook is made with a reversed motion on straight strokes and on the *back* of curves to add *l*, thus:

				
educational	optional	additional	national	emotional

## SEC. 28. FOURTH LIST OF WORD-SIGNS.

o	consist-ed	y	observe-ation
e	describe-d	4	publication
ee	description	7	reformation
l	dissatisfy	6	regulation
l	dissatisfaction	8	resist-ed-ance
e	dissimilar-ity	9	satisfy-ied
l	express-ed	9	satisfaction
l	expression	6	signification
7	formation	l	subjection
7	information	l	subordinate
7	inspection	l	subordination
o	Mrs.	6	suggestion
o	necessary	9	suspect
l	objection	o	unnecessary



























## OUTLINES FOR PRACTICE.

- o o d d d d y y y o o o
- l o l o e e e e e e e e e e
- 7 7 7 l l 7 l l l l l l l
- 6 6 e e d d 7 l o o e e e e e
- 6 d d 7 h e l l l l l l l l
- 6 l l l l l l l l l l l l l l

## KEY TO OUTLINES FOR PRACTICE.

1. cases guesses passes basis vases spaces synopsis offices emphasis  
molasses success
2. paralysis decisive races necessity dances chances diseases residences  
successive season
3. emphasizes scratch sadder sober supper scrub soprano sprains  
supercede sacrifice destroy
4. action caution occasion fashion vision eruption portion decision  
addition election function
5. location physician physicians devotion permission substitution  
superstition ammunition
6. munition eviction vocation nation mission nations missions national  
occasional

## SEC. 29. PHRASES.

	will consist		satisfy you
	my information		my observation
	it is necessary		a subordinate
	no object		because it is
	some object		they say
	he said		subject to inspection
	they said		for us
	some satisfaction		because they have
	will say		they signify-ied
	said to be		that signified
	they express		my purpose
	have said		had been suggested
	the same description		your resignation



### READING EXERCISE.

1921-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-1039-1040-1041-1042-1043-1044-1045-1046-1047-1048-1049-10

## FIFTH LESSON.

### SEC. 30. THE LOOPS.

(a) A *small* loop is made at either end of a stroke (if it is not otherwise modified) to prefix *t* at the beginning of an outline or to add *t* or *d* at the end of an outline. The loop is occasionally used when a long vowel occurs between the stroke and the added *t* or *d*, and frequently when a short vowel intervenes.












(b) The loop is lengthened to add *ed* as in *lifted*.

(c) The S-circle may be added to a final loop by turning the circle on the *opposite* side of the stroke.

(d) *R* (*er, ir, or*) may be added to the small loop by turning a hook on the *opposite* side of the stroke, and *s* is added to this hook by making a small circle within the hook.

The loop is made *inside* of curves and with the *regular* motion on straight strokes.

#### ILLUSTRATIONS.

					
(a) touch	let	debt	met	devote	wet
					
(b) voted	devoted	mated	(c) lets	devotes	

debts  
 rates  
 bets  
 (d) letter  
 reporter  
 letters

SEC. 31. MEDIAL LOOPS.—It is occasionally convenient to make the loop between strokes, but in all such cases the second stroke *must not cross* the first, for in that case there would be no way of distinguishing between the *s*-circle and the *t-d*-loop as in writing the circle between certain combinations of strokes, as between *B* and *T*, it assumes the loop form.

Carefully compare the following examples:

notary  
 motley  
 Vs-L, *not* Vt-L;  
 Bs-D, *not* Bt-D.

### SEC. 32. THE REVERSE LOOP.

(a) The *small* loop may be made with a *reverse* motion at the *final* end of straight strokes to include *n*, as in *tent*. Lengthening this loop adds *ed*, as in *dented*.















(b) Making a *reverse* loop at the *beginning* of straight strokes prefixes *tr*, thus:

bent  
 tent  
 distant  
 dents  
 counts



























































































truck  
 tribe  
 trapper  
 tribune

Rem. A loop cannot be added to the sign for *H*. Neither is the loop used when the *T* or *D* is followed by a final vowel, as in *duty*.

## SEC. 33. FIFTH LIST OF WORD-SIGNS.

	abundant-ce		execute-d
	admit-ted-tance		fact
	astonish-ed-ment		legitimate
	average		market
	effect		perfect
	emphatic		remit-ted-tance
	except-ed		tangible-ility

## OUTLINES FOR PRACTICE.

- 1          
- 2          
- 3          
- 4          
- 5          
- 6          
- 7          
- 8          
- 9          

## KEY TO OUTLINES FOR PRACTICE.

1. tag tack top tub ten bet pet debt repeat rebate rivet
2. deemed permit omit bereft lift shaved locked racket
3. docket tact picked pocket balked backed met net smut rate
4. let pushed ditched dodged attached thatched patched edged  
rushed matched mobbed
5. tilled lodged raged wretched tart budged paved bailed billed font
6. vivid volt shamed escheat assumed zealot assert mated voted faded
7. matter letter waiter voter chatter gutter cater bitter debtor permitted
8. permits laughter charter matters letters voters fetters devotes  
veteran bend *or* bent
9. tent bends tents patent portent distant potent ardent trade trip tribe

























## SEC. 34. PHRASE WRITING.

The joining of from two to four word-forms in a single outline not only increases the writer's speed, but, if indulged in judiciously, makes the writing more legible. There is something about an outline that represents several words that makes it difficult to read as indicating a single word. The reason for this peculiar feature of a phrase sign is owing to the fact that it is not easy to make a single word take the place of the several and yet retain the sense of the sentence.

No set of rules can be devised that will apply to all cases and conditions, but the following general rules should always be taken as guides to correct and safe phrase writing:













1. Join only the outlines of words that are connected in sense; that is, the words should be such as are not separated by a pause, not even by a rhetorical pause.
2. Never join outlines that form difficult angles.
3. Do not, except in special cases, connect more than four words in one outline.
4. NEVER join the outlines of proper names or of technical words to other outlines.
5. Do not join outlines that would carry the pen more than the length of a *B*-stroke from the line of writing.

## SEC. 35. PHRASES.

	they go		be admitted
	go about		can execute
	give me		could execute
	will seek		to execute
	will satisfy		will execute
	they possess		may execute
	some basis		will assist
	in excess		very emphatic
	they met		some facts in the case
	he devotes		you remit-ted
	they admit		they have
	express rates		that they

SEC. 36, *It* AND *the* ADDED.

Occasionally *it* or *the* is added to a word-sign by a small final loop.

	for it, for the		should it, should the
	in it, in the		could it, could the
	have it, have the		inform the
	may it, may the		begin it, begin the
	by it, by the		subject (to) the
	had it, had the		for some of the

## READING EXERCISE.

1. a h - b - a a a  
 1. a a. 1. 7 9 6 7 7 d.  
 a. a b a a a. a a a a.  
 a b a a a a a a a a.  
 7 - a a 1 a - 1 a. 1 a a  
 a a a a a a a a.  
 - 1 7. a a a - 7. d  
 - a d. 1 7 7 a a a a a  
 1 7 a a a a a a a a  
 a a a a a a a a a  
 a a a. 1 a a - a a a  
 1 a a. a a a a a a a  
 a. 1 7 a a a a a a a.  
 a a a a a a. - a a a  
 1. a d a a a a a a.


























## SIXTH LESSON.

### COMPOUND SIGNS.







SEC. 37. There is a large class of words in which two consonants unite as a compound sound, as *bl* in *blow*; *tr* in *trace*; *cl* (*kl*) in *class*; *fr* in *fresh*, etc., and it is desirable that such combinations be made with one stroke of the pen.

The following table should be thoroughly memorized and practiced. While, in each case, the outline *resembles* the character for one of the constituent sounds, yet the student should learn them as signs representing *combined* sounds, and *not* as modifications of the alphabetic characters.

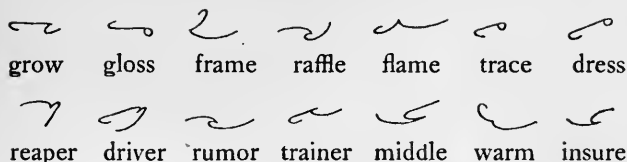
### SEC. 38. TABLE OF COMPOUNDS.

								
Pr	Pl	Br	Bl	Kr	Kl	Gr	Gl	
								
Fr	Fl	Vr	Vl	Nr	Nl	Mr	Ml	
								
Tr	Tl	Dr	Dl	Wr	Wl	Shr	Shl	Thr

### ILLUSTRATIONS.

					
prayer	plague	brain	blame	crush	clash





Rem. 1. Some of the above as *Vr*, *Dl*, are not compounds for the reason that they never occur in English without an intervening vowel, but by using them, convenient outlines are obtained for many words. In analogy with this, any of the compound signs may be used where a short vowel intervenes, especially in words of two or more syllables.

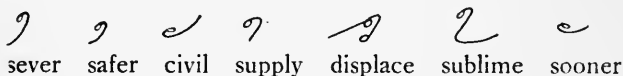
Rem. 2. The student will now see why, in Sec. 5, *a*, it was forbidden to write the vowels as *initial* hooks on certain of the consonant signs. In the case of *M* and *N*, when *Mr*, *Ml*, *Nr* or *Nl* are the first consonants in a word, the compound forms cannot be used, except in a few outlines, all of which exceptions are given among the word-signs. Except with the word "on," an initial vowel is prefixed to *M* and *N* by a hook. The vowel in "on" must ALWAYS join at an angle.

Rem. 3. In writing a compound form, always begin at the hook end.

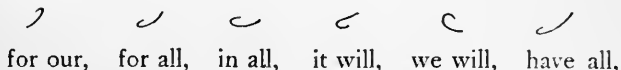
### SEC. 39. CIRCLES IN THE HOOKS.

The small circle may be written in any of the preceding hooks, but it is not allowable to write a large circle or a loop in a hook.

#### ILLUSTRATIONS.



SEC. 40. PHRASING.—The *L*-hook may be used to add *will* and the *R*-hook may be used to add *are* or *our* to a single-stroke word-sign, thus:



have our, 
 they are, 
 we are or with our, 
 could our.

## SEC. 41. SIXTH LIST OF WORD-SIGNS.

	abrupt-ly, abruptness		get
	advertise-d, advertisement		glad, glory
	aggregate		influence
	agree-ment, great		influential
	America		improper
	apply, people		liberty, remember
	applicable		million
	belong, able		more, mark
	brother		mortgage
	care		near, nor, honor
	character		obligate-d
	collect-ed		other, through
	correct-ed		perform-ed
	deliver-ed, delivery, dull		perhaps
	dear		practice-d
	ever-y		principal, principle, principally
	form, offer		problem
	full-y, fill		product

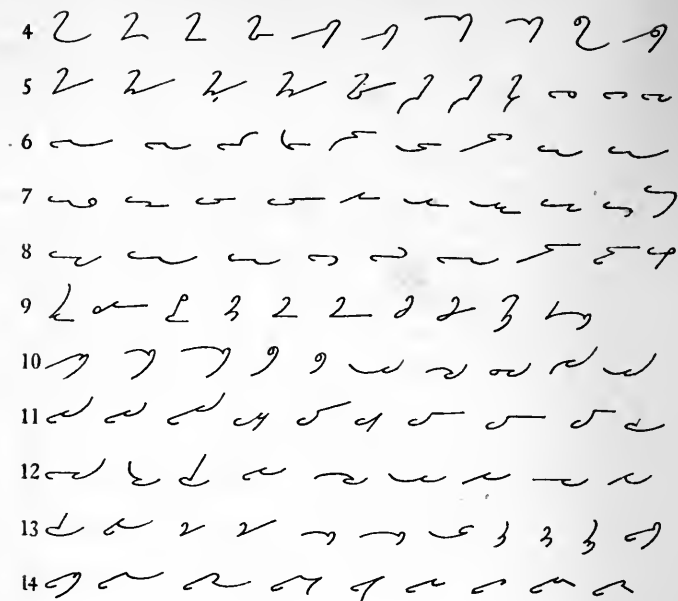
u	promulgate-d	✓	value, valued
7	prospect	e	valuation
7	their, there, they are	c	were, work
7	time	2	virtue
✓	true, attract-ed	5	whichever
e	unless	✓	what, way

## SEC. 43. PHRASES.

e	influential citizen	2	our obligation
2	from our	2	it is applicable
7	for your favor	7	we expect
7	very emphatic	7	first mortgage
7	perhaps you will	7	in the aggregate
7	perhaps we will	7	it is admitted
7	perhaps it is	7	it is the
7	perhaps it may	7	it is said to be
7	our product	2	place of residence
7	great influence	2	draw upon

## OUTLINES FOR PRACTICE.

1 2 2 2 2 7 7 7 7 7 7  
 2 7 2 2 7 7 7 2 2 2  
 3 2 2 7 7 2 2 2 2 2 2



## KEY TO OUTLINES FOR PRACTICE.

1. pray prayer preach prowl leper reaper viper deeper dipper trapper
2. trooper p'an plum ripple display dispel brag brake broke
3. brain brush robber labor braid broad brood bride breech broach
4. blame blur black block double table liable rabble sublime disable
5. blood bread brad breed blowed breech blotch brooch cross cry crow
6. crime crane crush weaker shaker knocker decry clean claim
7. cleanse click clock clog tickle nickel knuckle glow glee glove
8. gloat gleam glean gray grow grain digger trigger clasp
9. vehicle struggle sparkle free freak frog fret frost bluffer pilfer
10. diver river lover sever safer muffle raffle scuffle shovel novel
11. travel trifle drivell flop flood flap flag flog flock hammer
12. gravel winner banner trainer lunar manner tenor gainer tunnel
13. pommel trammel threat third rather leather mother father three  
feather drover
14. driver drum dream drench dredge draw dry drawing drying

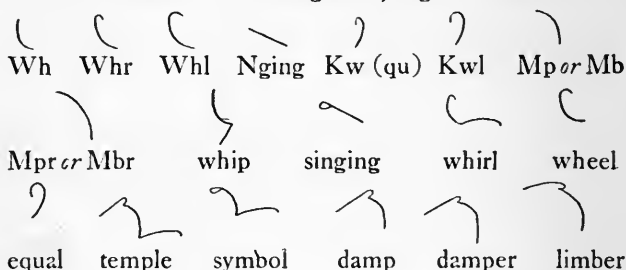
## READING EXERCISE.

1. 7 7 7. 2 2 2 7 7.  
 2. 2 2 2 2 2 2 2 2 2 2.  
 3. 2 2 2 2 2 2 2 2 2 2.  
 4. 2 2 2 2 2 2 2 2 2 2.  
 5. 2 2 2 2 2 2 2 2 2 2.  
 6. 2 2 2 2 2 2 2 2 2 2.  
 7. 2 2 2 2 2 2 2 2 2 2.  
 8. 2 2 2 2 2 2 2 2 2 2.  
 9. 2 2 2 2 2 2 2 2 2 2.  
 10. 2 2 2 2 2 2 2 2 2 2.  
 11. 2 2 2 2 2 2 2 2 2 2.  
 12. 2 2 2 2 2 2 2 2 2 2.  
 13. 2 2 2 2 2 2 2 2 2 2.  
 14. 2 2 2 2 2 2 2 2 2 2.  
 15. 2 2 2 2 2 2 2 2 2 2.  
 16. 2 2 2 2 2 2 2 2 2 2.  
 17. 2 2 2 2 2 2 2 2 2 2.  
 18. 2 2 2 2 2 2 2 2 2 2.  
 19. 2 2 2 2 2 2 2 2 2 2.  
 20. 2 2 2 2 2 2 2 2 2 2.

## SEVENTH LESSON.

### MISCELLANEOUS EXPEDIENTS.

SEC. 43. The following combinations of consonants occur frequently and the signs provided for their indication are of much benefit in forming brief, legible outlines.



### SEC. 44. LENGTHENED STROKES:

The signs for *M*, *L*, *V* and *J* are made one-half longer to add *N*. *K* is made more than twice its usual length to add *N*.

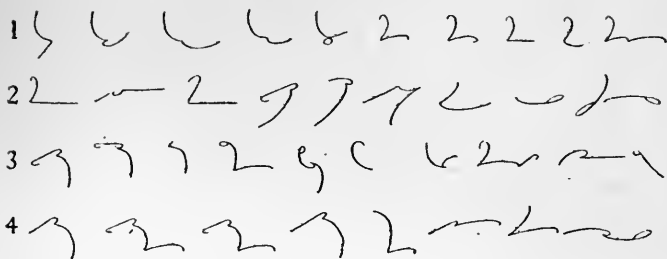
#### ILLUSTRATIONS.



Rem. 1. The lengthened strokes are not used when a *long* vowel intervenes, nor, in words of one syllable, where a short vowel intervenes, except in a few word-signs.

Rem. 2. Lengthened *inclined* strokes are written so as to bring about half their length below the line of writing.

## OUTLINES FOR PRACTICE.

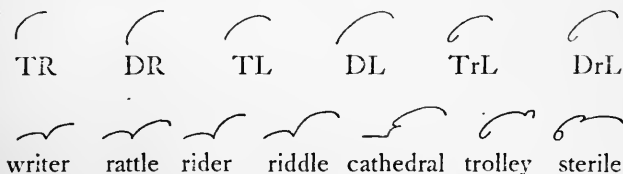


## KEY TO OUTLINES FOR PRACTICE.














1. whip whiffle whim whine whist queer query quick queen quarrel
2. quicken token blacken driven riven dungeon famine meant vent lent
3. tramp cramp hump symbol swamp wheel whether quality shaken singing
4. tamper trample tremble damper emperor talon villain liniment

## THE BLENDING PRINCIPLE.

SEC. 45. The combinations *T-L*, *D-L*, *T-R* and *D-R*, when written quickly, tend to unite with no intervening angle forming an upward curve like *Zh*. As *Zh* never occurs initially and but seldom medially and finally, this tendency can be humored. For the sake of distinction, make *T-R* the same as *Zh*; *D-R* a little longer; *T-L* and *D-L* the length of *T-R* and *D-R*, respectively, slightly dropping the final ends, thus:



SEC. 46. *N-T* and *N-D* are blended into upward curves as no other use is made of these strokes. Final *N* is added by a small hook and final *M* by a large hook, thus:















						
NT	ND	endways	sent	send	faint	pound
						
phantom	bounden	lenten	item	fountain	tendon	

Rem. 1. Observe that a vowel always, except as noted in Rem. 2 below, comes between the blended *TL*, *DL*, *TR* and *DR* and never between the blended *NT* and *ND*; that is, the blended form would be used in the outline for *derive* but not for *drive*; in the outline for *end* but not for *need*; in the outline for *mount* but not for *minute*. This principle provides a difference in the outlines of hundreds of pairs of words having the same consonants.



















Rem. 2. In some of the prefix signs, for facility or for distinction in outlines, exception is made, as regards *TR* and *DR*, to the rule in Rem. 1, above. Also, in outlines in which *Tr* or *Dr* follows *P* or *B*, as in *patron*, *betray*, the *Tr* or *Dr* is indicated by the blend.

Rem. 3. It will be noticed that, following straight strokes, the loop can be used for *nt-d*. The loop is used in such cases unless it is desired to insert the vowel. The blended form following *P* or *B*, however, is usually the more facile form.













#### SEC. 47. SEVENTH LIST OF WORD-SIGNS.

	abandon-ed		convenient-ly
	acquaint-ed-ance		depend-ed-ence
	again		direct-ed
	alone		endeavor-ed
	amount, meant		even-ing
	anticipate		event-ual-ly
	consider		extra



 extraordinary-ily	 mechanic-al
 equal-ity	 not
 hand-y	 origin-al-ally
 hundred-th	 plenty-iful
 imagine-ation	 question-ed
 indifferent-ence	 resemble-d-ance
 individual-ity	 return
 intimidate-d-ion	 where
 manufacture-d	 while

## SEC. 48. PHRASES.

 in these	 Dear Sir
 in this	 Yours truly
 in those	 in reply to your favor
 as you	 is received
 must be	 your esteemed favor (-of)
 he seems	 please write

SEC. 49. AVOIDING ANGLES.—There are a number of combinations which, if exactly formed, would show angles at the points of union, but if the pen is allowed to glide from one stroke to the next, speed and ease of writing are greatly increased

Each combination in the table following should be united without an intervening angle.

The student should practice writing each combination until no difficulty is experienced in forming any one of them.

R-N	R-M	N-R	N-L	R-F	R-V	L-F	L-V
R-P	R-B	L-P	L-B	P-N	P-M	B-N	B-M
P-Nt	B-Nt	Ch-N	Ch-M	J-N	J-M	Ch-Nt	
J-Nt	Ch-F	Ch-V	J-F	J-V	F-Ch	F-J	V-Ch
Ch-T	Ch-D	J-T	J-D	Y-F	Y-V	W-Nt	Sh-F
Sh-V	K-F	K-V	G-F	G-V	G-S	G-Z	

Rem. *H* and *Th* must always be joined to a stroke at an angle.

SEC. 50. LIMITATIONS.—Care must be exercised so as not to carry the gliding or blending principle to extremes. While such a combination as *D-V* should be written with one inflection of the pen, such a one as *W-M* or *T-Sh* must show an angle at the joining point.

In each combination of the following series the angle must be distinct, and each of the outlines, as well as those of the preceding list, must be practiced many times.

K-R	K-L	G-R	G-L	K-N	K-M	G-N	G-M
K-T	K-D	G-T	G-D	K-P	K-B	G-P	G-B

R-K	R-G	L-K	L-G	R-Ch	R-J	L-Ch	L-J
P-K	P-G	B-G	P-Ch	P-J	B-Ch	B-J	P-R
P-L	B-R	B-L	P-F	P-V	B-F	B-V	P-T
P-D	B-T	B-D	P-Sh	B-Sh	B-Tr	B-Tl	P-Tr
S-V	S-F	S-Ch	S-B	S-G	S-T	S-N	Z-D

## OUTLINES FOR PRACTICE.

- 1
- 2
- 3
- 4
- 5

## KEY TO OUTLINES FOR PRACTICE.

1. patter parter rider sterile siderial fiddle model rattle
2. prattle bridle rent round faint faints fainted want wind wound
3. truant drained intent intend intended intention intimate depend defend
4. dined quaint bondage bondman toned sent send incessant fastened
5. recent assent assigned chastened absent stringent chant joined  
attentive sends



## EIGHTH LESSON.

### PREFIXES.

SEC. 51. Many prefixes and prefix syllables recur with great frequency and by giving the outlines for all such especial attention and practice, the student not only increases his ability to write more rapidly but to read more readily.

No arbitrary characters are employed in the following illustrations; all that do not contain a full expression of consonants being built upon one general principle—the omission of the unimportant consonants, rendering them brief yet absolutely legible.

SEC. 52. A lengthened *K*, as explained in Sec 44, is *Kn*. This provides a convenient sign for *con* and its use is extended so as to also indicate *com* or *cog*, thus:

compose	compendium	comment	concession	compass
contraband	contribution	controverted	contrivance	

SEC. 53. When immediately followed by *T* or *D*, as in *contaminate*, *condone*, and the *T* or *D* is not followed by *R*, as in *contrast*, *con* or *com* is indicated by *Ko*, thus:

condemnation	contagious	condense	contents	conductive








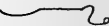
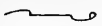



Rem. It must be understood that where *con*, *com* or *cog* is not a

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Prefixes, Copyright, 1908, by J. W. Beers.

prefix, but helps make up the root of a word, the prefix sign cannot be used. *Coma, comb, cone, comet* are words of this class.








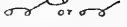

SEC. 54. SYLLABLES PRECEDING.—Many compound prefixes are formed by placing other syllables before the regular prefix. In all such cases the prefixal syllable is indicated by its usual sign followed by the *con*, *com* or *cog* sign, thus:

			
accommodation	circumspection	decompose	discompose
			
miscompute	misconceive	nonconcur	noncompliance
			
recognize	unconscious	uncommon	uncircumspect

Rem. 1. *N* is never lengthened to add a second *n* except for the prefix *non* as in *noncompliance nonessential*, et cetera.





Rem. 2. Notice that *uncom-n* is distinguished from *incom-n* by inserting the vowel in *uncom-n*. The vowel sign should also be inserted in outlines for words beginning with *encom* and *encum* if likely to conflict.

SEC. 55. The *con*, *com* or *cog* sign may be omitted from the outlines of a few words of frequent use, as





				
condition	constant	consider	inconsideration	reconsider
				
recognize	circumference	circumstance	recognition	

Rem. The student should restrict such omission to the examples given in this book; the experienced writer can gradually extend the list.

SEC. 56. IMPLIED PREFIXES.—Placing the balance of the outline *very near* or *partially under* a preceding outline implies that *con* or *com* is to be supplied when reading, thus:

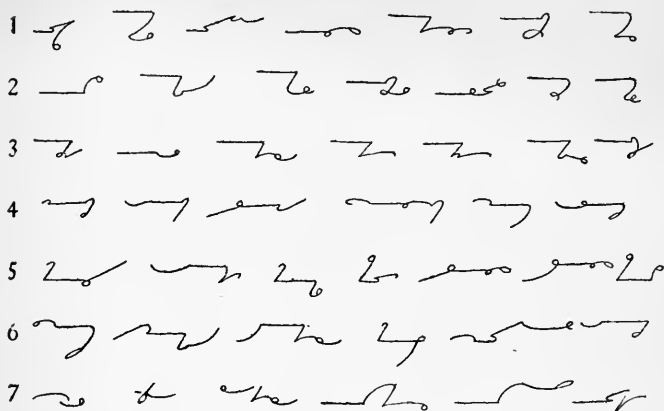
			
make the complaint,	will convey,	a complete,	the portion.

SEC. 57. *Counter*.—The use of the lengthening principle is extended so as to indicate *coun* in *counter*, thus:

     
counterfeited counteraction encounter uncontroverted

Rem. See <sup>contraction</sup> *contra* among the illustrations under Sec. 52 and note the difference in formation.





### OUTLINES FOR PRACTICE.



### KEY TO OUTLINES FOR PRACTICE.











1. contagious conveyance condone consult compulsory conversation  
convex
2. conscious compound compensation complaisance concentration  
confession confusion
3. compassionate commence comparison compel compile compunction  
conquest
4. accomplice incumbent discommodate irreconcilable reconvey miscomfit
5. preconstitute nonconformity precompose subcommittee disconcert  
undisconcerted subconscious
6. circumvent decompound intercomparison preconceive recondem-  
nation encompass [countermand contributor]
7. will commence, a compendium, some comparison, counterbalance

SEC. 58. *Magna-e-i* is indicated by *Ma*, thus:

			
magnify	magnitude	magnet	magnificent







SEC. 59. THE SYLLABLE *Ex*.—The usual method of indicating *ex* is by *Ks* but when followed by a compound, as in *explain*, *extreme*, the *K* is usually omitted. *Extra-e-i-u* and *exter* are indicated by *sTR* (blend) to distinguish from *stereo* given in a following section.

#### ILLUSTRATIONS.

					
exceed	exist	exhibit	expulsion	explain	explicit
					
extreme (-ity)	extermination	extradition	extrinsic		

#### SEC. 60. POSITIVES AND NEGATIVES.

There is a large number of positive words beginning with *L*, *M*, *N* or *R* whose negatives are formed by prefixing *il*, *im*, *in* or *ir*, as, for examples, *legal*, *illegal*; *regular*, *irregular*. Make the positive and negative outlines the same except that in the negative outlines, the initial vowel *must be written*, thus:

					
legal	illegal	rational	irrational	movable	immovable

Rem. 1. When *im* or *em* is immediately followed by *P* or *B*, as in *imperishable*, the *Mb-p* sign is used.

Rem. 2. When *im* is followed by *Pl* or *Pr*, as in *implant*, *implacable*, *improper*, the syllable *im* is indicated by the vowel *i*. In a like situation *in* is indicated in the same manner, as in *inbred*.





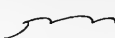







SEC. 61. *Enter, inter, intra-e-i-o-u, under.*

1. *Enter* and *inter* are indicated by the *NT*-blend. When the angle would be inconvenient the full outline is written, as in *enterprise*, below.

2. *Intra-e-i-o-u* should be indicated by *N-Tr*.

3. *Under* is indicated by blended *ND*, lengthened.

## ILLUSTRATIONS.

				
intercede	enterprise	interlinear	intermission	interment
				
intrench	introduce	intromit	intrude	underbid





SEC. 62. *Ant, ent, int, end, ind, und.*

In such words as *antique*, *entomb*, *indigo*, the blended form for *nt* or *nd* is used regardless of the fact that the *T* or *D* is not in the *N*-syllable, thus:

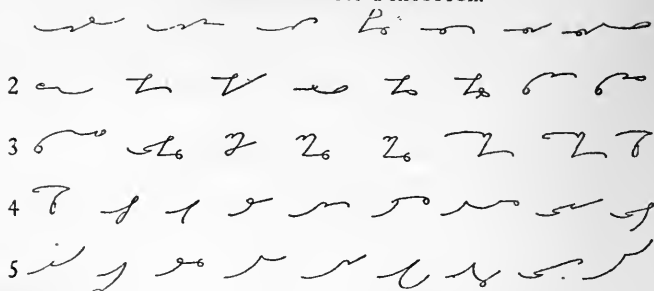
				
entomb	indigo	antedate	undaunted	endways

SEC. 63. *Ans, ens, ins, uns.*

Either of these combinations, when followed by *Tr*, *Dr*, *Pr*, *Br*, *Kr* or *Gr*, is indicated by a small hook turned in such direction as to cause the circle to be formed with the *reverse* motion, thereby indicating the inclusion of *R*, thus:

			
unstrung	unscrupulous	instrument	insubordinate





















## OUTLINES FOR PRACTICE.



## KEY TO OUTLINES FOR PRACTICE.

1. magnetism magnetic magnesia exasperation excel excite excitement
2. exclaim expel expedite exempt export exportation exterior extract
3. extraneous introspection implicit implication imprecation liberal  
illiberal legitimate [intrude intrusive
4. illegitimate intercept interchange interest interior interlace intermix
5. interval intervention intersection Indian indict indigent entwist  
entreaty underhand

## EIGHTH LIST OF WORD-SIGNS.

	altogether		judge
	become		knowledge
	circulate-d, circular		manipulate-d
	designate-d-ion		moderate
	develop-ed-ment		nothing
	dignity, dignify-ied		occur-red
	discover-ed-y		relative
	especial-ly		represent-ed
	essential-ly		respect-ed
	figure		sometime

### READING EXERCISE.

[illegible]











## NINTH LESSON.

### PREFIXES—CONCLUDED.

SEC. 64. *Astra-i-o, juris, multi, post, trans.*











Omit *R* from *astra-i-o* and *juris*; omit *T* from *multi* and *post*; omit *N* from *trans*.

#### ILLUSTRATIONS.

				
astragal	astriction	astrometer	jurisdiction	multitude
				
transmit	[transmute]	transgress	postman	postscript

SEC. 65. *Centa-e-i, sente-i, stereo, retra-e-i-o, restr.*

1. *Centa*, etc.—Indicate these by *sNT*-blend.
2. *Stereo* is indicated by *sTr*-compound. (See Sec. 59.)
3. *Retra-e-i-o* is expressed as in the examples given below.
4. *Restr-* and *restor* are indicated as shown in the following examples:





				
centage	centennial	centuple	centric	stereoscopy
				
retrogression	retract	retribution	restriction	restoration

Rem. Observe that when the *T* in *sentr*, etc., is followed by *R*, as in *sentry*, *centric*, it is better to write *sN-Tr*.

SEC. 66. *Subter, super, supre, preter.*










1. *Subter* is indicated by *sBr.* 2. *Super* and *supre* by *sPr.* 3. *Preter* is expressed by *Pr-Tr.*

## ILLUSTRATIONS.

			
subterranean	supernal	supreme(-acy)	pretermitt

SEC. 67. *Hydro, hyper, hypo, intel, indul.*








All the above are indicated by their regular consonant signs, thus:

				
hyposulphite	hypostatic	hypercritic	hypochondriac	
				
intelligence	indulgent	indolent	hydropathy	hypostasis

SEC. 68. *An, en, in, on, un.*







When either of these syllables begins a word that does not come under one of the classes described in Secs. 61, 62 and 63, (q. v.) stroke-*N* is used, but in all infrequent words and in all cases likely to otherwise conflict, the vowel in *on* and *un* must be written.

## ILLUSTRATIONS.






						
unfair	enrich	answer	injustice	uncommon	enslave	unseen

SEC. 69. *Pra-e-i-o* PREFIXED TO *F* AND *V*.—Either of these syllables, when no vowel comes between *P* and *R*, is

prefixed to the *F*- and *V*-strokes by a large initial hook, thus:








       
 profile prevail private depravity professor prevent








SEC. 70. *Self, selves*.—*F* is omitted from *self*, either as a prefix or when it is a termination (affix). *Selves* is formed by adding the *S*-circle, thus:







 selfish  [unselfish]  self-conceit  yourself  [man's self]





#### SEC. 71. WORD-SIGNS USED AS PREFIXES.

The word-signs for *all*, *for*, *there*, *with*, etc., indicate like syllables at the beginning of other words, thus:

        
 forsake forth forget although always almost afterward

        
 already thereto therein otherwise into anything [nothing]

       
 anywhere anyway [no way] without withstand within


       
 withdraw wherewithal whereat wherein whereon whilst

Rem. The word-sign for *well* cannot be used as a prefix.

#### SEC. 72. OTHER PREFIX SYLLABLES.

There are many other prefix syllables of very frequent use but as their outlines are all formed according to general principles the student will require no special instructions con-







cerning any of them. Practice the following list:









abbreviate alimony assertion assume apprehend arson







arrest arise ambition impassionate amplitude ampere








[empower] ambassador empire ample automobile autumn

balcony ballot [bullet] belfry billow bulk benediction beneath









deduct deduce detonation determine detention decline








declaim derive derange defame deviate divide divest








dentist discourage dispel display decrepid disclose dissipate








discuss defy diffident defer defeat elegant election ellipse



elocution elbow elder epitaph episcopal elephant ferment







      

philosophy fulmination foolish farther folly farmer fellow









      









garner galley agility harvest haggard hallowed mandamus








      
mendacious [mental-ly] nonappearance nonsuit octopus








       
octoic overcome overcame overreach overhaul outfit







       
outdo palliate palliation pollution compulsion compilation








         
pulley police palace policy pilfer purchase portion apportion






         
pursue peruse powers porous peers parody period per cent

        
present purpose propose prepays rascal reside receive

        
subsist supp'y cistern suspense syntax ship shipmate

       
shipper shipboard telephone tillage tartar tighter

        
valley volley vacation vocation avocation eviction vaccinate

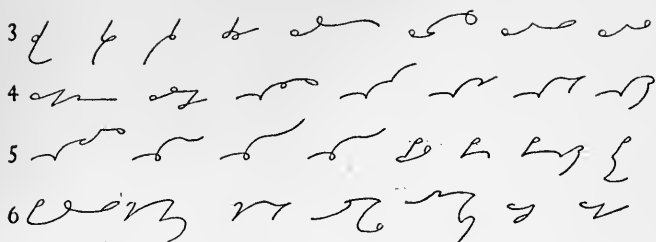
      
water-way waterfall welfare well-spoken well-informed

#### ADDITIONAL OUTLINES FOR PRACTICE.

1        

2        





## KEY TO THE ABOVE OUTLINES.

1. astringent astride jurisconsult jurisdictional multiplication multiply  
multitudinous [transparent transport transom]
2. transform-ed transfer(-red-ence) transcript transcendant translation
3. postpone postage [passage] posthaste centesimal centralization  
sentiment sentence [retrieve]
4. stereopticon stereoscopist retranslate retractor retreat retrench
5. retroflex restrain restrained restraint superfluous superior superlative  
superfine [unfit unpaid]
6. superinducement preterperfect preternatural indulgence intelligible

## NINTH LIST OF WORD-SIGNS.

7	capable	~	language
2	conspicuous-ly	~	moral-ly
o	deserve-d	~	ordinary-ily
7	difficult-y	2	repugnant repugnance
~	enormous-ly	7	require-d-ment
7	expect-ed	~	reserve-d
}	favor-able	~	somewhat
2	financial-ly	7	uniform-ly-ity
—	govern-ed-ment	7	universe-al
7	illustrate-d	7	when

## READING EXERCISE.







, 26 7 r i e p o d n - d a  
 , b e f d s , t o - d o r . ,  
 p l e n d t e n l o r e d h o n o r  
 . t o c k . n o u s o j o  
 n o . , b e c s o n d o r r  
 o s . , o n n - n o n ,  
 o r c o n d n ) ) n . / 2  
 2 s 2 d c 2 h , 7 o b 2 2 o  
 2 n . 2 . , 2 o n o y , o  
 d e n n o n d a c y f  
 , 7 5 5 e n g i e n . n o .  
 , t o n d , n g l . o r  
 n s , n s , n s - o  
 , 9 . b e d . o n n n  
 o o n n - f , 6 7 4 n i - 7 2  
 n d o - t o n n n . 2 o 6  
 f k a n n n .

## TENTH LESSON.

### TERMINATIONS.











SEC. 73. *Ble-y, pal, pcl, ful-ly, bleness.*

When inconvenient to form the *L*-hook, the *L* may be omitted from either of the above, thus:

       
sensible-y preamble visible visibleness gospel useful-ly

SEC. 74. *Ality, erity, ility, ETC.*

1. Any termination similar to the above; that is, *L-Ty* or *R-Ty* with any vowel preceding or any vowel following the *L* or *R*, is indicated by the first vowel, thus:

      
accessibility principality fatality futility minority  
      
temerity frugality majority posterity disparity

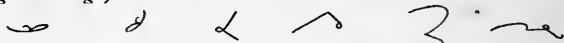
2. When the exercise of the preceding rule would produce an outline of but one stroke, the rule cannot be followed. Write such words in full, thus:

      
civility facility authority priority verity  
      
rarity parity nullity fealty reality

Rem. The word *minority* forms an exception to Rule 2, above.

SEC. 75. THE *Ing* ENDINGS.

When inconvenient to write the *Ng*-stroke, write a vowel sign in any direction but always at an angle with the preceding part of the outline. Write *Ng*i for *ingly*; *Ng*u for *ington*; *Ng*s for *ings*, thus:

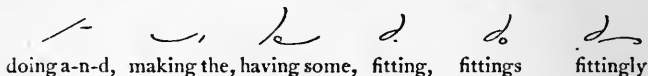


meeting fitting passing doings lovingly Lexington.

Rem. If preferred, *ing* may be indicated by a dot, thus: /· doing.

SEC. 76. *Ing* IMPLIED.

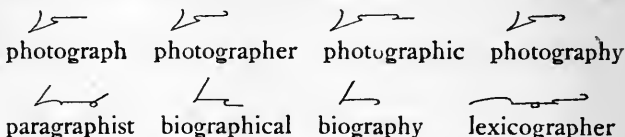
Writing a following outline very close to a preceding outline signifies that the sign for *ing* has been omitted and that the syllable must be supplied when reading, thus:



doing a-n-d, making the, having some, fitting, fittings fittingly

SEC. 77. *Graph-er-ic*, ETC.

*Graph* is indicated by *Gr*, Add *u* for *grapher*. For other endings, add to the outline whatever is added to the word, thus:

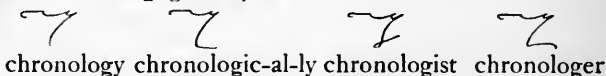


photograph photographer photographic photography

paragraphist biographical biography lexicographer

SEC. 78. *Alogy*, *ology*, ETC.





*Alogy* and *ology* are indicated by *oJ*. For derivatives, add to the outline whatever is added to the word, omitting *al-ly* from the ending *ogical-ly*, thus:



chronology chronologic-al-ly chronologist chronologer

SEC. 79. *Centric-al, centricity.*

These terminations are indicated as in the following line:

 eccentric     eccentrical     paracentric     eccentricity

SEC. 80. *Ocrat-ic, ocracy, ETC.*

Write *oK* for *ocracy*, *Kr* for *ocrat-ic* and for other derivatives, add to the outline whatever is added to the word, thus:








      
democrat-ic    democratical    democracy    democratism    democratist






SEC. 81. *Ure, ular, ulative, ual, ETC.*

1. When *ure* is preceded by *T* or *sT* it is better to indicate it by the *TR*-blend. In other cases the *u*-vowel indicates *ure*. For *ural-ly* add *L* or *Li*.

2. In all such endings as *ulate-d*, *ulation*, etc., the *Y* is omitted.







## ILLUSTRATIONS.

        
moisture    venture    verdure    demure    endure    failure    graduate

      
modulate    speculate    speculation    speculator    speculative

SEC. 82. *Ten, tem, den, dem.*

Final *N* is added to *T* or *D* by a small hook; final *NI* by a large hook, thus:

       
written    laden    seldom    item    diadem    broaden

SEC. 83. *Ly, cy, ty, al-ly.*

Final *Y* (*i*-short) is, usually, almost as readily written as omitted and provides a difference of outline in many cases.

For *sy* and *zy* the vowel is never written as the use of the stroke form signifies the presence of a final vowel. (See Sec. 18, *b* and *c*.)

When inconvenient to join *L-i*, a short straight tick struck at an angle from the end of the preceding part of the outline indicates that *ly* or *al-ly* follows, thus:

fun funny mud easy fussy silently sentimental-ly

SEC. 84. *Tive-ly*.—The *l* in *tively* is usually omitted and, when preceded by *K*, the *t* is omitted, thus:

active-ly positive-ly defective-ly assertive-ly activity

SEC. 85. *Ship, ward, ciation, ciate-d.*

*Sh* indicates *ship*, *Wd* indicates *ward*, *Shshn* represents *ciation* and the *T*-loop is added to *Sh* to form the termination *ciate-d*, thus:

worship backward onward association associate-d









SEC. 86. *Ainder, enter, ender, ETC.*

When either of these endings is preceded by *M*, indicate it as in the examples below. Otherwise write a lengthened *NT*-blend, thus:

remainder tormentor sprinter renter fender sender

SEC. 87. *Tiveness, lessness, someness, fulness, ciousness, siveness.*







Omit the *n* in each of these terminations, thus:

			
baselessness	activeness	fulsomeness	cheerfulness
			
lusciousness	pensiveness	graciousness	[graciously]

SEC. 88. *Ment, lent, gent, vent.*





Except *gent*, the above endings are formed by lengthening and adding the loop. *Gent* could be written in a similar way but in this connection the blended form makes a more facile and lineal outline.

#### ILLUSTRATIONS.

					
sentiment	convent	prevent	excellent	stringent	tangent




SEC. 89. *Fer, ferred, fference.*

Each of these terminations is indicated by *F-R* in all outlines of frequent occurrence, thus;

			
prefer-red-ence	defer-red-ence	refer-red-ence	confer-red-ence

SEC. 90. *Point-ed-ment, pond-ed-ent-ency.*

In the outlines of all common words, the first is indicated by *P-NT*; the second by *P-ND*, thus:

		
appoint-ed-ment	correspond-ed-ent	despond-ent-ency-ent

SEC. 91. *Tary, tory, dary, ETC.*

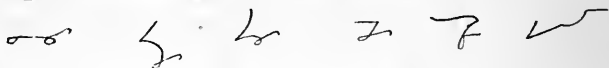
For all such endings the blended form is used for *TR* or *DR* as those forms indicate the *presence* of *medial* vowels and the compound (hooked) forms indicate the *absence* of intervening vowels. The loop and hook indicates a medial vowel and also determines that *no* final vowel follows, thus:



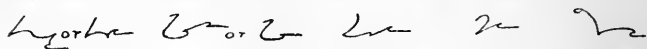
predatory   inventory   dromedary   sundry   fetter   sentry

## SEC. 92. OTHER ENDINGS.

None of the following require any special treatment and no more abbreviating, as the outlines are sufficiently brief from applying the general principles previously given. It is thought best not to give an extended list.



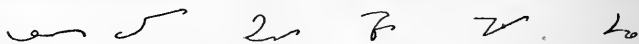
sagacity   pomposity   veracity   capacity   energetic   pedantic



parenthetical   hypnotic   fanatical   political   symbolical



manhood   falsehood   fiscal   physical   pedestal   humidity



musical   validity   profanity   rigidity   cupidity   furious



victorious   syllogism   prismatic   paregoric   manager



delirium   medium   symposium   colosseum   symptom















































## OUTLINES FOR PRACTICE.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

## KEY TO OUTLINES FOR PRACTICE.

1. fanciful divisible amiable variable reasonableness bountifulness  
comprehensibleness lovableness [reliability brutality legality]
2. incontestability compatibility ability plausibility responsibility
3. principality illegality dexterity versatility disability polarity disparity  
vulgarity [knowing objecting]
4. jocularity neutrality rascality plurality finality infidelity agility
5. posing asking sinning lending experimenting tormenting 'coming in  
making good' [monograph telegraph geography]
6. geology tautology penology geologic-al-ly geologist paragraph
7. lexicographer geographical theocrat theocracy aristocrat aristocracy  
aristocratical
8. indenture sculpture premature shorten burden hidden ardently
9. executive appreciation associate-d kinder fonder printer planter  
finder dissenter [enchant ornament pungent]
10. cumbersomeness artlessness extensiveness boastfulness disdainfulness

## TENTH LIST OF WORD-SIGNS.

	accept-ance		income
	accurate		<del>include</del> d
	achieve-d-ment		indignant-ly
	ambiguous		indignity
	ambiguity		integrity
	arrange-d-ment		member
	authentic-icity		memoranda
	beyond		memorandum
	chapter		memory
	confidential-ly		method-ical
	continue-al-ally		miscellaneous
	court		newspaper
	deficient		notwithstanding
	deficiency		peculiar-ity
	diminish-ed		railroad
	distinguish-ed		railway
	endure-d-ance		rather
	establish-ed-ment		regard-ed
	familiar-ity		secure-ity
	gain		signature
	gentleman		simultaneous
	gentlemen		synonymous



## ELEVENTH LESSON.

### OMISSION OF CONSONANTS.

In the ordinary enunciation of many persons, some consonants are but slightly sounded and others are altogether lost, yet the listener has no difficulty in understanding what is meant.

If words thus incompletely spoken are understandable, so, also, are words recognizable that are as incompletely written.

But there is a limit beyond which it is not safe to go. Never drop consonants or whole terminations unless you do so by *rule* or *analogically*. *Practice words before you attempt to fill a position*, for then you can read the outlines, and shorthand is *worthless* if you can not read it. It had better not be written at all. Indiscriminate dropping of consonants and the terminations of long words will surely result disastrously to you when you come to read your writing. It may be a favorite—an easy way to shorten outlines—but it never will be an aid to legibility, but always a hindrance. Do not think that because a portion of the outline is suggestive of the whole word, *when you know what the word is*, that it will be equally suggestive when you *do not know* what word is meant, unless, of course, you have learned the outline as a word-sign.

When you have learned that *Mb-G* is the outline for

*ambiguous*, you would not read it for *humbug*. If you had not learned it as a word-sign, and, in the effort to keep up with the speaker, you dropped the termination, when you attempted to read the outline, you would be *more* likely to call it *humbug* than you would to call it *ambiguous*. Then, again, take the word *government*. Suppose, in the stress of rapid work, you dropped the termination and wrote *G-V*. How could you tell, when you were transcribing, that you had not dropped the termination of *governor*? You could not tell. *No one could*.

If you *must* use many word-signs, *learn them before attempting to use them*. The system that gives but a short list of word-signs in its text-books, and, in its reading plates, cuts off the terminations of nearly all long words, is a *much harder* system to read than one that gives many word-signs in its list—even to that much-talked-of eight thousand list. In the latter case you are expecting to meet word-signs in every other outline and are prepared for them. In the former case you are not looking for them and therein lies the danger.

### SEC. 93. CONSONANTS THAT MAY BE OMITTED.

1. *P* is omitted when preceded by *sKr* and is followed by *shun*, as in *prescription*.
2. *T* is frequently omitted when preceded by the *s-circle* and is followed by another consonant, as in *mostly*.
3. *H*, medial, may often be omitted, as in *manhood*, *behoove*. Initial *H* is also sometimes omitted.
4. *N* may occasionally be omitted in such words as *tenement*.
5. *Y* in *ion*, as in *million*, is omitted.
6. *R* may be omitted in that class of words in which

it is but indistinctly pronounced by many persons, as in *churn*, *word*, *absurd*, *journal*.

7. *D* is omitted from the prefix *ad*, when immediately followed by *M*, *V* or *J*, as in *admonish*, *advance*, *adjust*.

8. Final *t* and *ted* are frequently omitted when immediately preceded by *K*, as in *effect-ed*, *restrict-ed*.

9. *P* is usually omitted when immediately preceded by *M*, as in *exemption*, *attempt*, *redemption*.

10. *Y* is omitted from the termination *ient*, as in *convenient*. Indicate this ending by the *NT*-blend.

11. *R* is omitted from the combination *skr* when it is not convenient to indicate it in the middle of an outline as in *discriminate*, *prescription*.

12. *K*, when preceded by *Ng*, as in *sanction*, *function*, *crank*, *drink*, is omitted.

13. Omit *G* from *Gl* when preceded by *Ng* as in *tangle*, *wrangle*. *K*, in a like situation, as in *tinkle*, *wrinkle*, must be written.

14. *Tial-ly* or *cial-ly* is frequently shortened to *Sha* and, when preceded by *den*, *ten* or *tan*, as in *prudential*, *circumstantial*, the *Sha* is omitted.

15. The ending *spect-ed*, as in *respect-ed*, is, in nearly all cases, indicated by *sP*.

16. *B* is usually omitted from *scribe-d*, as in *subscribe-d*.

17. Generally, any consonant, the writing of which is not essential to the correct reading of the notes, may be omitted as *b* in *objurgation*, *k* in *refraction*, the second *c* (*k*) in *accustom*, *acclimated*, etc. In many cases the outline indicating a verb in the present tense may also indicate the past tense outline.

#### THE OMISSION OF CONSONANTS ILLUSTRATED.

prescription	investigation	mostly	vastly	behoove

tenement	arraignment	churn	absurd	admonish
advance	correct	effect-ed	reflect-ed	restrict-ed
deflexion	proscription	convenient-ly	redemption	
discredit	sanction	shrink	function	wrangle
strangle	junction	atonement	tinkle	tangle
spank	providential-ly	substantial-ly	confidential-ly	

## ELEVENTH LIST of WORD-SIGNS.

	affect-ed		misfortune
	benievolent-ce		morning
	celestial		nobody
	church		obscure-ity
	disreputable		pecuniary-ily
	during		philanthropy-ic
	endorse-ment		respectable-y-ility
	extemporany		reverend-ence
	extemporaneous		subscribe-d
	identify-ied		subsequent-ly
	identification		subserve-ient

## READING EXERCISE.

. n 7, s 2 h  
 w, n m. v. 2 2 / 4  
 b u y. s n h n o  
 v, h 7 ~ n l u z. i  
 h 7 7, n u, m u, b.  
 n u m - s o u b u n d  
 h u s u. y h 7 2 b v  
 7 ~ n 2 h - 2 2 j o. / n. i  
 w n 1 / d o t s, s u e  
 s o u. m ( u n s t. i  
 s m o b n 2 - h o n l s  
 u s u. 7 n 2 u 7 h 7 ~ n  
 2 b s s d u u 2; 7 n  
 s s d h u l. n 7 n s u. e  
 2 h u 1 2 h u y. i 2 1 7 2  
 o b - u h o h u. . o. s -  
 ~ u s - h 2 u - u.



## TWELFTH LESSON.

### VOWELIZING.










SEC. 94. MEANING.—To vowelize an outline is to *write* the SIGNS that indicate the vowel SOUNDS.

SEC. 95. It has been deemed best to reserve the final instructions on vowelizing until now, for the reason that the student will be better able to understand the subject after having thoroughly learned the general principles of the system and practiced all the outlines previously given.









#### SEC. 96. WORDS OF ONE SYLLABLE.

This class of words requires more vowelizing than any other. The following rules should be taken as a guide:







Rule 1. Words containing but one consonant and one vowel, the vowel is usually written, thus:

								
ode	odd	tie	rye	ray	oak	off	die	fee

Rule 2. Words containing two consonants, the vowel, if *long*, is written; if *short*, usually omitted, thus:








							
bill	bail	pass	pause	ship	sheep	does	dose

Rule 3. Words having three or more consonants, the vowels are omitted with more freedom, thus:

					
freak	groan	blame	plain	start	flame

The exceptions are—



To Rule 1. Word-signs, as

						
go	do	are	no	may	up	they







To Rule 2. A short vowel inserted for convenience, thus:

					
life	wood	tick	wrong	dig	shack

To Rule 3. (a) A vowel inserted for convenience, thus:







					
shrink	steal	style	drill	trick	drug



(b) Inserted for the sake of distinction, in which case the vowel is inserted in the *infrequently* used word and omitted from those of more frequent use, thus:

					
pest	post	clock	collect	best	boast








## SEC. 97. WORDS OF TWO SYLLABLES.

Rule 1. Words of two syllables and but one consonant, two vowels should be written, thus:







					
alley	echo	era	eddy	payee	idea

Rem. If the speaker is constantly using any word of this class, but one vowel need be written, thus:  alley,  idea.

Rule 2. Two-syllable words having two consonants, one vowel should be written, especially if there is an initial vowel, thus:







						
body	pity	beauty	elate	ruddy	canoe	renew

Rule 3. Words of two syllables and having three or more consonants, the vowels are generally omitted, thus:

					
matter	voter	message	torment	rudder	flatter

The exceptions are—



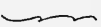



To Rule 2. (a) Word-signs, thus:

					
agree	again	alone	ever-y	full-y	offer






(b) Frequently used words, as

				
affair	enough	power	ready	envy






To Rule 3. (a) Inserted for purpose of distinction, as

					
accuse	[cause]	miller	molar	sparing	sparring

(b) Inserted for convenience, thus:

				
railing	barracks	asking	decayed	gritty

(c) An initial or final, accented vowel, is usually written, as

				
bestow	betray	destroy	employ	parquet



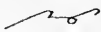


## SEC. 98. WORDS OF THREE OR MORE SYLLABLES.

In this class of words the insertion of a vowel in the outline is an exception. When written, it is done for one of the following reasons:

(a) For making a difference in outlines for words having similar consonants, as

					
illegal	legal	violin	villain	voracious	avaricious







(b) For securing a more facile outline, thus.

				
extract-ed	sycamore	dexterity	talented	perimeter

#### SEC. 99. UNUSUAL WORDS.







Words seldom heard or a common word used in a peculiar connection should be well vowelized. If the word is one you have never before heard, *vowelize it fully*.

##### ILLUSTRATIONS.

					
parse	fuse	kickshaw	hexad	lamina	farina

#### SEC. 100. CONCURRENT VOWELS.

When any two vowels come together they are joined as are any other two signs. However, the short vowels are usually omitted, thus:




					
duel	Messiah	fiat	pious	cameo	thawing

#### SEC. 101. DISJOINED VOWELS.






Occasionally it is desirable to detach a vowel sign. In such cases observe the following rules:

1. If the vowel is one indicated by the diacritical mark placed ABOVE the elliptical sign (*i* in *it*, *e* in *eat*,

*o* in *lot* or *a* in *all*) simply write the unmarked vowel sign, thus:













		
niche	teach	loll

2. If it is either of the remaining vowel sounds, write the diacritical mark, thus:

				
roll	fuel	match	Madge	maim




At first thought it may appear that this provision would result in confusion, but it *can not*. If it is inconvenient to join a reverse-motion vowel it is easy to connect a regular-motion vowel and *vice versa*. Consequently, when one of the diacritical marks is used it indicates, when reading, the sign that would be difficult to join in that particular combination for the detached sign is *never* used when the vowel sign can be readily joined.

Compare the following outlines:

					
file	fuel	beer	bower	roll	reel
					
Dutch	ditch	nine	noon	bishop	bush

#### SEC. 102. SPECIAL VOWELIZATION.

Occasionally a more facile outline is secured by an arbitrary use of the hook on initial *M* and *N* by striking a tick across the stem to indicate a compound with a vowel intervening. This expedient may be applied to any of the compounds if a more facile outline will result by its use, thus:

		
Norseman	mermaid	worm

## READING EXERCISE.

I have been very busy  
 in the office, and I have  
 not had time to write to you.  
 I am very sorry to hear  
 that you are not well.  
 I hope you will soon  
 be able to go to the  
 office and resume your  
 duties. I am very  
 anxious to see you.  
 I am, dear friend,  
 very truly yours,  
 J. B. Beers.

## THIRTEENTH LESSON.

### ANALOGY.

SEC. 103. By analogy, in shorthand, is meant the representation of similar combinations of sounds by similar combinations of signs.

Such a method is advisable, not only because it renders the learning of the subject less difficult, but it also makes the reading of shorthand outlines much easier.

As illustrating the analogical principle, take the word *form*, indicated by *F*. If *inform* were indicated by *in-F-R-M*; *reform*, by *R-F-M*; *formation*, by *F-o-M-shn*; they would NOT be represented by analogical outlines. But, as *inform* is indicated by *in-F*; *reform*, by *re-F*; *formation*, by *F-shn*, the outlines are analogical for the reason that, in each outline, the primitive word, *form*, is indicated by the same sign and other signs are added to indicate the added syllables.

SEC. 104. There are some instances where it is not advisable, or where it is inconvenient to write analogically, but, except with some of the word-signs, such instances are rare.

SEC. 105. Some analogical illustrations have been previously given, as in the case of several of the outlines given to illustrate terminations. Many others are to be found in different portions of this book.

In the many compound words the principle of the analogical formation of outlines should be followed almost universally.

SEC. 106. The whole matter of writing by analogy can be reduced to the following

RULE: In all classes of words, the same combination of sounds are written, so far as possible, in the same manner.

This rule should not only be applied to words, but also to syllables, and, whether a given syllable is written with one or more strokes, the same syllable should, unless it is very inconvenient so to do, be at all times written in the same way; thus, for instance, we write *Gr*, as in *gracious*, with the compound sign, but in *garnish*, where there is a long intervening vowel, we write *G-R*, and, in all words where either *Gr* or *Gar* begins the word, the beginning should be similarly indicated, following the same principle in the compounds, *ungracious*, *graciousness*, *ungarnished*, *garnishment*, etc.

SEC. 107. The principle of analogy, carried to the extreme, would also require that each syllable should be expressed by one or more strokes, but, in words of more than two syllables this is not necessary, and especially is this true with words, some of whose syllables are merely a short vowel, as in *ev i dent*, *an al o gy*, *un i form*.

Neither is it necessary to go to such an extreme in many words of only two syllables each, where the outline could not be mistaken for a word of but one syllable. This is especially true in outlines in which the *ss* circle occurs and where the loop is used to add *ed*, or the *r*-hook is added to a loop, as in *cases*, *basis*, *misses*, *rated*, *petted*, *better*, *muter*, etc.

SEC. 108. A study of the special signs for prefixes and



















































terminations will show this law of analogy running through the entire series. We write all words beginning with *con* or *com* or in which *con* or *com* occurs as a medial syllable, in a similar way. The *ility*, *ality*, *erity*, et cetera, terminations are formed in an analogous manner, as are also the *ology* and the *graph* endings and nearly all the other prefixes and postfixes.

This law was observed as closely as possible in selecting the various word-signs.

































SEC. 109. The student must practice the following outlines many times for nothing aids speed so much as the ability to write any combination of syllables without hesitation. There is more time lost in thinking *how* to write an unfamiliar word than is required to write the outline.

#### ANALOGICAL OUTLINES ILLUSTRATED.











/	advantage	/	form-ed
6	advantageous	2	formation
7	disadvantage	7	inform-ed
8	disadvantageous	8	information
6	famous	<	forming
2	infamous	2	informing
6	famously	7	reform
7	object	2	reformation
2	objection	7	conform-ed
4	objectionable	7	deform-ed
7	objective	7	perform-ed

	deformity		respect-ed
	transform-ed		respectable
	transformation		respectability
	uniform-ity		respective-ly
	divide		irrelative-ly
	divided		favor-able
	dividend		favorite
	divisor		unfavorable
	divisible		judge
	undivided		judgment
	develop-ed		judging
	development		arrange-d
	developing		arrangement
	develops		rearrange-d
	developments		rearrangement
	undeveloped		disarrange-d
	resist		disarrangement
	resistance		change-d
	irresistible		changes
	endure-d		changing
	endures, endurance		changeable
	enduring		exchange-d
	endurable		exchanging
			interchange
			interchanging

2	explain	/	for
2	explained	└	forgive
2	explanation	└	forget
┐	consider-ed	└	forsake
┐	consideration	└	forsaken
┐	considerate	}	forth
┐	inconsideration	└	expend
9	suspect	└	expended
2	suspecting	└	expenditure
7	unsuspected	2	conspicuous
~	relation	2	conspicuousness
~	relationship	└	inconspicuous
┐	could not	┐	hadn't
┐	do not	┐	shouldn't
┐	did not	┐	wouldn't
┐	had not	┐	didn't
┐	would not	┐	couldn't
┐	have not	┐	haven't
┐	will not	┐	don't
┐	should not	┐	can't
[┐]	[can not]	┐	won't

	represent-ed		appoint-ed
	represents		appointment
	representing		disappoint-ed
	misrepresent-ed		disappointment
	representative		reappoint-ed
	representation		reappointment
	perfect		appointing
	perfection		disappoints
	imperfect		disappointments
	imperfection		observe-d
	proper		observance
	propriety		observer
	improper		observing
	impropriety		exceed
			exceeded
			exceeds
			exceeding
			exceedingly

Note. All words beginning with the *SOUND* of *yun*, as in *unite*, the first syllable is indicated by *Y*, thus:

				
unite	unity	union	unionism	universe
				
reunite	disunite	[utility	utilize	utilization]

### READING EXERCISE.

[illegible]

## FOURTEENTH LESSON.

### ADVANCED PHRASING PRINCIPLES.


SEC. 110. A large proportion of the phrases used by any writer are simple phrases; that is, the union of two or more word-outlines without change from their original shape.

But there are important methods of forming phrases by which still greater brevity is secured and the student must learn them thoroughly so as to be able to apply them readily.

The examples given in the following pages illustrate the manner in which the several principles are employed. They are not intended to show all the phrases that may be formed by the application of the outline-shortening principles, but rather to teach how any similar phrase may be written.

#### SEC. 111. *May be.*

This phrase is indicated by the *Mb*-stroke, thus:

  
may be, he may be, may be said, as may be, this may be, may be said to be

#### SEC. 112. VOWEL-HOOK PHRASING.

(a) Except the sign for *who-m*, any vowel word-sign may be added as a hook in all places where it would be allowable to add the same sign to indicate the vowel.

(b) *I* and *we* may be prefixed to *P*, *B*, *F* and *V* by beginning the outline as if no stroke followed; that is, on or near the line of writing.

Rem. Make the *I*-hook very small and the *we*-hook large.

ILLUSTRATIONS.

some of, all of, which of them, could we, do we, have we, are we

should we have, will we make, on all, do all, had all, we may be

we give, we could, we hope, we believe, we have, we feel, we fear

I may, I will, will I, and I, I shall, I judge, I hope, I have, I believe

SEC. 113. PHRASING *is, as, has, his.*

(a) Either of the above words is added by the S-circle and the circle is enlarged to indicate a combination of any two of these words. A third circle-word is added by writing the small circle on the opposite side of the stem. (b) Occasionally the circle is used to add *us*. (c) When a following outline begins with the small circle, that circle may be enlarged to prefix a circle-word. See *it is said*. (d) When the following outline begins with one of the *straight R*-compounds, prefix a circle-word as in *as predicted*, below.

ILLUSTRATIONS.

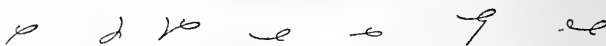
it is as-has as, as has been said, give us, gives us, it is said, for as some


as to our, as by our, as-predicted, as true as, as broad as, as long as

## SEC. 114. THE LOOPS.

(a) A final loop is written to add *it* or *the*, and *its*, *it has* or *it is* is added by the use of the loop and circle. (b) Adding a loop and the *R*-curl adds *there*, *their*, or *they are*, and, occasionally, *other*. The letters "thr" indicate *their*, *there* or *they are*.

## ILLUSTRATIONS.


  
should thr, for thr, after thr, may thr, could thr, may there be, some other

  
for it is-has, may its, in which it is-has, in which it may, in which it seems

SEC. 115. *Not* AND *own* ADDED.


(a) Lengthening a long consonant sign and adding the loop, adds *not*. (b) The same strokes are lengthened to add *one* or *own*. (c) Occasionally the lengthening principle is extended so as to include *Ch*, *N*, *R*, *F* and *W*, making no distinction in length between the paired signs. (d) *Have been* is written as shown below.

## ILLUSTRATIONS.

  
may not, have not, will not have, [be not] which one, our own, [have been]

SEC. 116. *Than* ADDED.

*Than* is added to outlines for words expressing comparison, by the vowel sign when convenient to form the hook, thus:

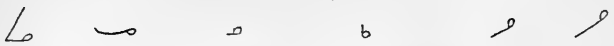
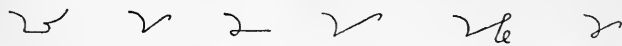

  
greater than, faster than, longer than, shorter than, deeper than, more than



SEC. 117. *Our, you, your AND year.*

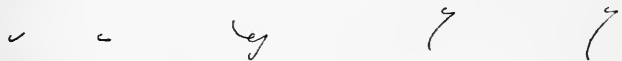
(a) *Our* is added to outlines ending with the S-circle by reversing the circle. (b) The hook in the outline for *your* and *year* is often omitted. (c) When inconvenient to join *Y* for *you* or *your* in phrasing, write the *u*-vowel.

## ILLUSTRATIONS.

  
 because our, makes our, and as-is our, [and has our] it is-as our, does our  
  
 your account, your time, years ago, your duty, your disposition, years time  
  
 have you-r, do you-r, to you-r, tell you-r, give you-r, call your attention

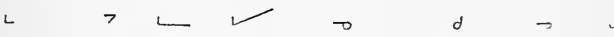
SEC. 118. *Of the AND of a-n.*

If carefully written, the sign for *of* may be prefixed to the signs for *the*, *a* and *an* as shown in the following line:

  
 of the, of a-n, was of the opinion, of an advantage, of a general

SEC. 119. *A, an, and.*






When the regular sign for these words does not form a good angle, write it vertically, thus:

  
 and a-n, (and the) and go, and do, (and is-as, and has-his, and if, and in)

## SEC. 120. STROKES OMITTED.


























In phrasing, the writer may omit a consonant that is but slightly sounded, in the same manner as is provided for the

omission of consonants from the outlines for words, thus:

      
 most necessary, for the most money, past week, vast difference, most good

### SEC. 121. CORRESPONDENCE PHRASES.

The following occur frequently in all lines of business correspondence and must be thoroughly learned:

	answering your favor of		Very respectfully yours
	inclosed please find		We are in receipt of
	I am in receipt of your favor (-of the)		your letter (-of-the)
	I am in receipt of your esteemed favor (of the)		We are in receipt of your favor (-of-the)
	In reply to your esteemed favor (-of the)		We beg to acknowledge
	is at hand		we beg to state
	please acknowledge receipt		Your esteemed letter
	Sincerely yours		your esteemed order
	upon receipt of your check		your favor (-of-the)
	upon receipt of your letter		Your letter of recent date
	Very truly yours		Yours respectfully
	Very respectfully		Yours very respectfully
			Yours very truly

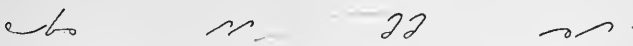
### SEC. 122. PROXIMITY AND REPETITIONS.

1. Proximity means the writing of two outlines very close together, indicating that *of the* is to be read between them.

2. When words are repeated, as *from day to day*; *more*













and more, the repeated words are written side by side and the unimportant words are omitted.

## ILLUSTRATIONS.

 some of the books, from time to time, from place to place, hours of the day

## SEC. 123. THE OMISSION OF WORDS.

The unimportant words, in phrases of three or more words, are omitted where such omission will not impair the legibility of the writing, thus:

	a good many		point of view
	a great advantage		ought to be
	bill of sale		for the last time
	gentlemen of the jury		for the first time
	for the purpose (of)		able to say
	days of the week		able to do









## SEC. 124. INTERSECTIONS.

The principle of intersecting outlines is employed only for special terms in the various lines of stenographic work for such phrases as occur frequently.

It is not the province of a text-book to deal to any extent with this class of phrases. Each writer should make up his own list. The illustrations following, will serve to show the manner in which outlines are intersected. One who has occasion frequently to write *society* will strike the S-stroke through

the last stroke of the preceding outline; for *Co.*, write *K*; for *Party*, *P*; for *Journal*, *J*; for *Bank*, *B*; for *attention*, *T*; etc.

## ILLUSTRATIONS.

	Republican Party		Democratic Party
	Board of Health		Constitution of the United States
	bank account		Pennsylvania R. R.
	Board of Trade		Chamber of Commerce

## SEC. 125. IRREGULAR PHRASING.















1. *Had*, following personal pronouns, and, in a few other cases, is indicated by *H*.

2. Occasionally the vowel in *at* is omitted.

3. *In*, when it occurs in the middle of a phrase, is sometimes indicated by the *i*-hook. Also, *in*, as an initial syllable of a following word, as in *will involve*, is indicated by the hook.

4. The compound signs may be used irregularly in phrases of frequent use. See *to refer*, *by request*, below.

## ILLUSTRATIONS.

	you had		will involve
	some had		[herein]
	which had		to refer
	he had		in reference to
	at some other		by request
	at that time		with reference to
	bear in mind		some better


### READING EXERCISE.


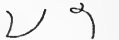




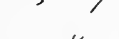
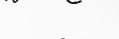
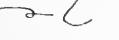

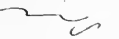





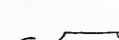






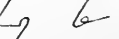
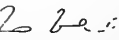




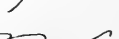


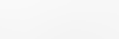
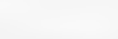
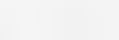
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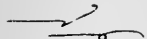
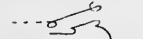

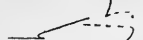
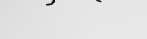

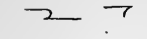
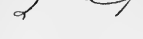
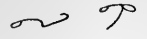
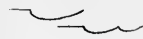
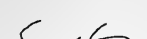
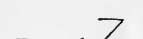
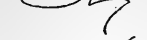
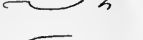


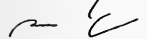
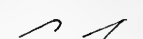
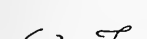
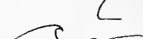


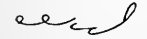





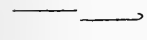
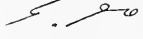
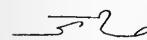
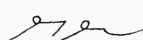


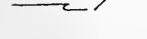

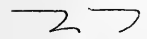



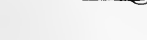
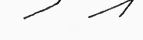
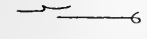
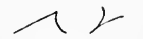
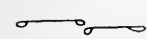



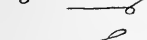



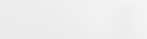

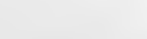

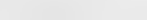

6 m 7e 5 6 6. 3  
 2 5 9 6 1 2 0, 5 1 7  
 6. 4 2 1 5, 1 106 1  
 2 2 6 1 5 3 1 5 5  
 1 5. 1 2 7 1 2 5  
 1 5 1 2 1 5 2. 5  
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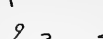

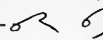
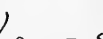


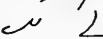
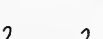


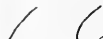


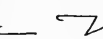

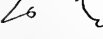
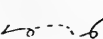

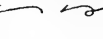





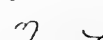

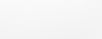
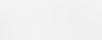
# A VOCABULARY

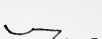
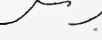
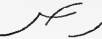


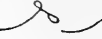


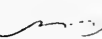

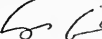
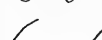





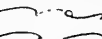


Containing the outlines for the Names of the States, Chief Cities, Days of the Week, Months of the Year, some additional word-signs and derivatives, and outlines for other words of frequent use.

When a portion of an outline is made up of hyphens, as,  herself, it indicates that the advanced writer may omit such portions with safety.




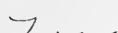


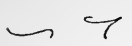
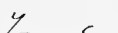










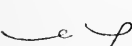




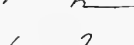











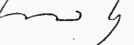

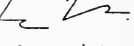

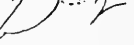
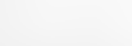

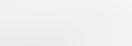
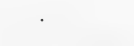
	absent		ascend-ed, ascendant
	accident-al		assemble-d, assembly
	according		assign-ment
	admire-d, admiration		assimilate-d,
	agriculture,		assimilation
	agricultural		associate
	Alabama		Atlanta
	Alaska		atmosphere
	Albany		attend-ed, attendance
	Allegheny		August
	Almighty		authorize
	amalgamate-d		automatic
	American		Baltimore
	Anglo Saxon		bank
	announce-ment		bankruptcy
	another		belief, believe
	antagonize-d		benignant
	antique, antiquity		
	antiquate-d		
	anybody		
	anyone		
	applicant		
	approximate		
	April		
	Arizona		
	Arkansas		
	arrive, arrival		
			calculate-d,
			calculation
			California
			Canada

	Canadian		constitution
	cancel		contemplate-d
	car		contradict-ed
	care-d		convict-ed
	cargo		conviction
	Catholic-ism		cosmopolitan
	certain-ly, certainty		countryman
	certificate		countrymen
	chairman		criminal-ly
	challenge		Cuba
	characteristic		dark-en
	charge-d		December
	Chicago		defence, defend-ed
	child		deject-ed, dejection
	children		Delaware
	Christian-ity		delinquent, delinquency
	Cincinnati		Denver
	Cleveland		depart-ed, department
	Colorado		deponent
	Columbus		desire, desirable
	common		Detroit
	communicate-d		disclose-d
	community		discrepancy
	compliment-ary		discriminate-d
	conclude-d		discredit
	conduct-ed		disorder
	confer-red-ence (conform-ed)		Dist. of Columbia
	congratulate-d		dominate-d, domination
	connect-ed		doubt
	Connecticut		duplicate-d
	connection		dwell
	consequence		efficiency, efficient
	consequent-ly		enthusiasm
	consequential		entire-ly
	constancy		equivalent
	constituent		esteem-ed
	constitute-d		estimation
			example exemplify



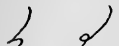
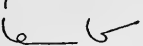
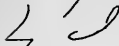
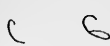
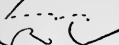
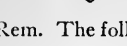
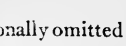
 exaggerate-d  
 exercise-d  
 expediency  
 executive  
 extinguish-ed  
 extravagant  
 extravagance  
 facsimile  
 fall  
 Fall River  
 February  
 Florida  
 forget  
 frequent-ly  
 Friday  
 fundamental-ly  
 future  
 generation  
 genius  
 Georgia  
 give-n  
 glory  
 Grand Rapids  
 habitation  
 Hawaii  
 herself  
 history  
 hold whole  
 horizontal-ly  
 household  
 humility  
 Idaho  
 Illinois  
 impartial  
 impenetrable  
 impossible,  
 impossibility  
 impregnable  
 improve-d  
 improvement  
 inasmuch

 inattention  
 inaugurate-d  
 incapable,  
 incapability  
 incident-al-ly  
 Indiana  
 Indianapolis  
 Indian Territory  
 indicate-d  
 indirect-ly  
 indispensable  
 indistinct-ly  
 industry, industrial  
 inseparable  
 instant-ly  
 instantaneous  
 instinct  
 interior  
 intoxicate-d,  
 intoxication  
 Iowa  
 January  
 Jersey City  
 judicial-ly  
 July  
 June  
 jurisprudence  
 justification  
 Kansas  
 Kansas City  
 Kentucky  
 kingdom  
 landlord  
 landscape  
 larceny  
 lawyer  
 legislate  
 legislature  
 liberty  
 literature



	long, along		North Carolina
	Los Angeles		North Dakota
	Louisiana		November
	Louisville		number
	Lowell		numerous
	magazine		obnoxious
	Maine		observer
	March		October
	margin		Ohio
	marvelous		Omaha
	Massachusetts		opinion
	mathematics		Oregon
	May		organ
	meantime		organize
	meanwhile		outstanding
	Memphis		Panama
	Michigan		parallel
	Minneapolis		participate
	Minnesota		particular-ly
	Mississippi		party
	Missouri		Paterson
	Monday		pecuniary
	Montana		Pennsylvania
	Montreal		perpendicular
	morning		phenomenal
	Nebraska		Philadelphia
	neglect-ed		philanthropy
	negotiate-d		philanthropic-al
	Nevada		Philippine Islands
	Newark		Pittsburg
	New Hampshire		pneumatic
	New Haven		population
	New Jersey		Portland
	New Mexico		Porto Rico
	New Orleans		poverty
	New York		practical ly
	nominate-d,		predicament
	nomination		preponderance
	north		proficient
			proficiency

	protect-ed		subservient
	Providence		Sunday
	punctual-ly		superior-ity
	punish-ed		superintend-ed
	punishment		superintendent
	Quebec		supreme, supremacy
	recapitulate		sustenance
	recognition		system-atic
	regard-ed, real		take-n
	regret		technical-ity
	relinquish		Tennessee
	remember		testimony
	resurrection		Texas
	reverend, reverence		Thursday
	revolve		together
	Rhode Island		Toledo
	Richmond		to-morrow
	Rochester		to-night
	San Francisco		toward
	sanguine		traffic
	Saturday		transact-ed
	school		Trenton
	scripture-al		Tuesday
	Seattle		twelve
	September		twenty
	several		unanimously
	short		under
	situate		understand
	situation		understood
	social		undertake
	socialistic		undertook
	South Carolina		union
	South Dakota		United States
	Springfield		unless
	St. Paul		universe, universal-ly
	St. Louis		Utah
	strange		vacant, vacancy
	subscribe-d		valuation
	subsequent-ly		Vermont

	vindicate		West Virginia
	vindictive		wholesale
	Virginia		Wisconsin
	visible		word
	vocabulary		work
	voluntary		world
	voluntarily		
	Washington		Wyoming
	Wednesday		yesterday

Rem. The following were unintentionally omitted from the engravings:

























  
Milwaukee

  
Maryland

  
Oklahoma

## SEC. 126. INITIALS.

When shorthand characters are used to indicate initials, they should be distinguished as follows:

								
A	B	C	D	E	F	G	H	I
								
J	K	L	M	N	O	P	Q	R
								
S	T	U	V	W	X	Y	Z	

## SEC. 127. FIGURES.

(a) Usually it is better to write numbers by the use of ordinary Arabic numerals, but they must be formed as shown below in order to distinguish them from shorthand characters.

(b) When writing numbers ending in *naught*, an upward line is added, as in the table following.

(c) When the number ends in 00, 000 or 000,000,

it is better to write the word-form for *hundred*, *thousand* or *million*, as in the following examples:

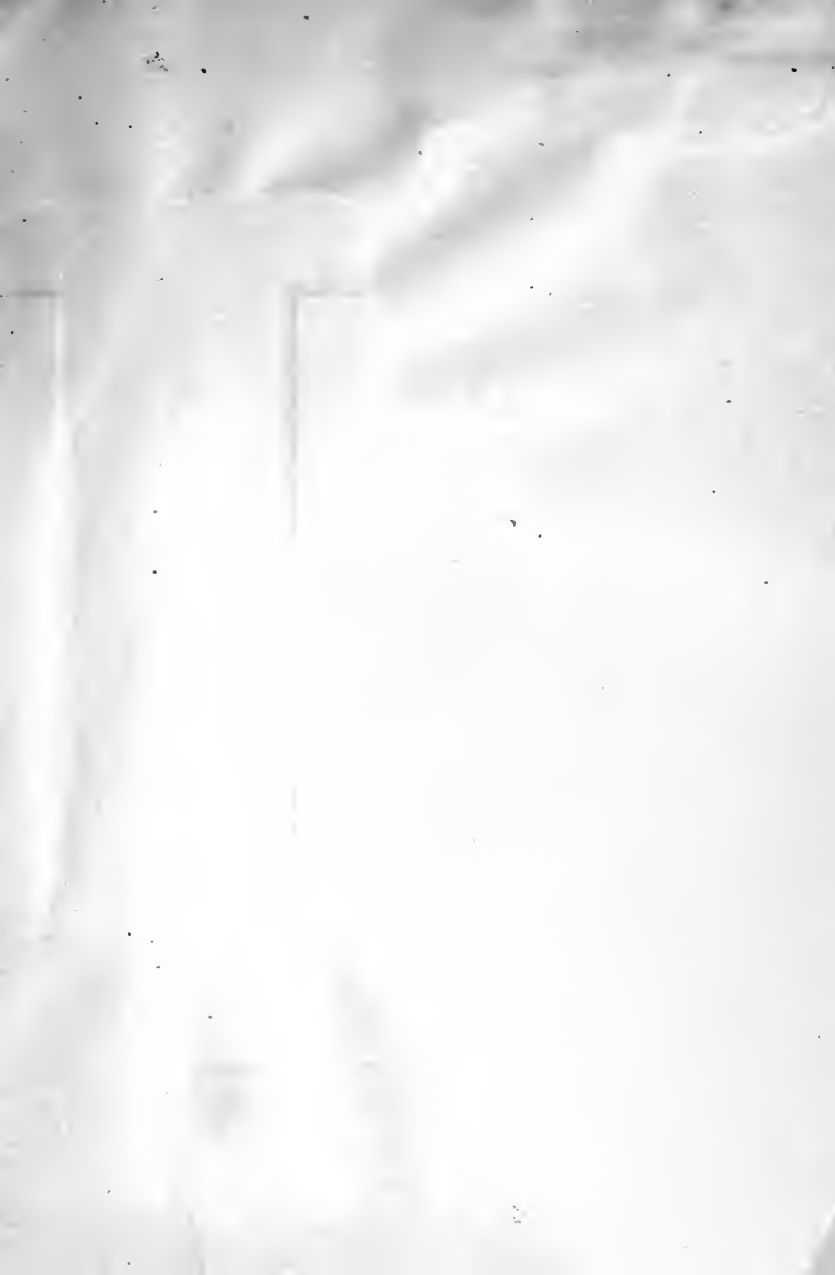
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0

1	2	3	4	5	6	7	8	9
10	20	30	40	50	60	70	80	90

1	3	8	9	3	1	3
100	300	800	9000	30,000	100,000	3,000,000

SEC. 128. The abbreviations *inst.*, *ult.* and *prox.* are added to figures expressing a date as follows:

1	10	17	4	12
1st ult.	10th inst.	17th inst.	4th prox.	12th prox.



This book is DUE on the last  
date stamped below

MAY 14 1949  
JAN 18 1960

JAN 18 1960

2m-9,'46(A394)470

Z56

B39s Beers -

1908 Beers shorthand

*John A. Roman*

Z56

B39s

1908

UNIVERSITY of CALIFORNIA  
AT  
LOS ANGELES  
LIBRARY



# *“Beers Shorthand* IS AS LEGIBLE *AS PRINT.”*

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One error! and that, an error in the writing! Notice that the context does not help out in the least in reading a single outline of the technical words.

Question.

